7 December 2009. Updated.

6 December 2009

Thanks to Shepherd Johnson for pointing.

This Transportation Security Administration Sensitive Security Information document's insecure means of redaction was described in this report:

http://www.wanderingaramean.com/2009/12/tsa-makes-another-stupid-move.html

Source of redacted original document (link dead on 12-7-09):

https://www.fbo.gov/utils/view?id=04238fc3b52fbb681d0e35eda64f0751

Mirror of redacted original document:

http://cryptome.org/tsa-screening-original.zip

The redactions have been removed from the red-outlined boxes.

AVIATION SECURITY

SCREENING MANAGEMENT

STANDARD OPERATING PROCEDURES

Transportation Security Administration (TSA) personnel and contractors must use and implement these standard operating procedures in carrying out their functions related to security screening of passengers, accessible property and checked baggage. Nothing in these procedures is intended to create any substantive or procedural rights, privileges, or benefits enforceable in any administrative, civil, or criminal matter by prospective or actual witnesses or parties. See United States v. Caceres, 440 U.S. 741 (1979).

SENSITIVE SECURITY INFORMATION

WARNING: THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 CFR PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 CFR PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 CFR PARTS 15 AND 1520.

CONTROL PAGE

1. ADD	2. DELETE
Screening Management SOP, Revision 3, May 28, 2008	Screening Management SOP, Revision 2, July 20, 2007
	Screening Management SOP, Revision 2, Change 1, August 22, 2007

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Chapter 1

1. PURPOSE, DEFINITIONS, AND ACRONYMS

1.1. PURPOSE

A. These Standard Operating Procedures (SOP) establish uniform procedures and standards to:

1) Screen and inspect individuals, accessible property, and checked baggage to deter, detect, and prevent the carriage of any unauthorized explosive, incendiary, or weapon (referred to as prohibited items) onboard an aircraft or into a sterile area.

2) Ensure that screening affords uniform, courteous, and efficient treatment to all.

B. Screening of checked baggage through the use of Explosive Detection Systems (EDS) or Explosive Trace Detection (ETD) devices in accordance with this SOP meets the statutory requirement for screening of all checked baggage under 49 U.S.C. 44901(d)(1)(A).

1.2. DEFINITIONS

40/40/20 – An explosives trace detection screening protocol in which a percentage of checked baggage is screened using **CLOSED BAG SEARCH** (40%), **LIMITED OPEN BAG SEARCH** (40%), and **FULL OPEN BAG SEARCH** (20%) procedures.

Accessible property – Property that is intended to be accessible to the individual in the sterile area or in the cabin of an aircraft.

Additional screening – Screening of an individual or accessible property to resolve an alarm, Possible Threat, or other condition specified in this SOP.

Aircraft operator representative – Any individual who is directly employed or contracted by the aircraft operator and authorized to act on the aircraft operator's behalf.

Alarm – An audible sound emitted from a Walk Through Metal Detector (WTMD), Hand-held Metal Detector (HHMD), ETD, or Explosives Trace Portal (ETP) device. This SOP also uses the term when a Transportation Security Officer (TSO) discovers a possible or obvious threat via x-ray inspection, physical search, pat-down inspection, or the EDS alerts the TSO to a possible or obvious threat.

Alarm resolution – The process of determining that an individual or property is free of prohibited items following a screening system alarm by performing appropriate additional screening procedures.

Authorized aircraft operator representative – Any individual who is not a direct employee of the aircraft operator, but is contracted or authorized to act on the aircraft operator's behalf to perform measures required by a security program.

Bomb Appraisal Officer (BAO) Advanced Alarm Resolution Procedures – Using all available resources, those procedures, techniques, and processes employed by BAOs to resolve alarms involving possible explosives-related threats that could not be otherwise cleared by the screening workforce.

BAO – A TSA employee specifically trained to assist the Supervisory Transportation Security Officer (STSO) in determining if property is, or contains an improvised explosive device (IED), explosives, or IED components.

Behavior Detection Officer (BDO) – Any Master and/or Expert 1802 series employee who is certified in and authorized to conduct screening of passengers by observation techniques (SPOT).

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Checked baggage – Property inaccessible to passengers during flight that is tendered by or on behalf of a passenger and accepted by an aircraft operator for transport.

Co-located exit lane – An access control point located next to a screening checkpoint where individuals exit the sterile area into a public area of an airport.

Disabling chemicals and other dangerous items – A category of weapons that includes, **but is not limited to**, items that may be used for self-defense such as tear gas, pepper spray, and certain household cleaners and other chemicals.

Exit lane – An access control point where individuals exit a sterile area into a public area of an airport.

Explosives – Military, commercial, or improvised compounds characterized by their ability to rapidly convert from a solid or liquid state into a hot gaseous compound with a much greater volume than the substances from which they are generated.

Explosive Detection System (EDS) – A device or combination of devices certified by the Transportation Security Administration (TSA) to detect explosive materials in checked baggage.

EDS Stand-Alone configuration – A screening location that consists of one EDS machine collocated with one or more ETD devices. EDS machines in this configuration are not directly connected to the aircraft operator's baggage handling system. ETD devices in this configuration can be used for both EDS alarm resolution and primary screening of oversize baggage.

Explosive Trace Detection (ETD) – A device certified by TSA to detect explosive particles on objects intended to be carried into the sterile area or transported onboard an aircraft.

Explosive Trace Portal (ETP) – A device certified by TSA to detect explosive particles on individuals who are attempting to board an aircraft or enter into the sterile area.

Federal Security Director – The ranking TSA authority responsible for day-to-day operational leadership and coordination of Federal security activities within an assigned responsibility.

Firearm – Any weapon, including a starter gun and antique firearm, that is designed to, or may readily be converted to, expel a projectile by action of an explosive; or the frame or receiver of any such firearm.

Hazardous materials (HAZMAT) – Substances or materials that have been determined to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which have been so designated under the U.S. Department of Transportation (DOT) HAZMAT Regulations (HMR).

Improvised Explosive Device (IED) – A device that has been fabricated in an improvised manner and incorporates explosives or destructive, lethal, noxious, pyrotechnic, or incendiary chemicals in its design. Generally an IED will consist of an explosive, a power supply, a switch or timer, and a detonator or initiator.

Incendiary – Any substance or device that can be used to initiate a fire.

Law Enforcement Officer (LEO) – A sworn employee of a government entity (Federal, to include U.S. military police and U.S. Capitol police, State, Territorial, Tribal, and local), with full power of arrest, who is trained and commissioned to enforce the public criminal laws of the jurisdiction(s) in which he or she is commissioned.

Lead Transportation Security Officer (LTSO) – A TSO who is designated by TSA management or an STSO to perform additional duties and responsibilities. At some airports, an LTSO is designated to perform the functions of an STSO. In this SOP, when the term STSO is used, it also refers to an LTSO who has been designated to perform STSO functions.

Line monitor and bin loader – A TSA employee (does not need to be a qualified TSO) stationed in front of the WTMD who assists individuals in divesting items for x-ray screening and helps prepare individuals for the screening process.

Liquid Container Screening (LCS) – A screening process using devices qualified by TSA for detecting explosive vapors emanating from containers holding liquids or gels.

Mobility aid – A device or assistance mechanism, such as a wheelchair, scooter, cane, crutch, or animal, used by a person with a disability to aid in his or her mobility.

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NEXUS – A joint program between the U.S. and Canada which allows pre-screened, low risk travelers to be processed with little or no delay by U.S. and Canadian Officials at U.S. and Canada border crossings.

Notice of Inspection (NOI) – A document placed inside checked baggage indicating that the baggage has been opened for inspection by TSA.

On-Screen Alarm Resolution Protocol (OSARP) – **An advanced screening protocol that utilizes image recognition skills and system tools to clear or to suspect EDS alarm objects on screen.**

Performance and Results Information System (PARIS) – An application that tracks information about security incidents, inspections, and investigations at the nation's ports. PARIS also stores detailed profile information (name, address, etc.) for each port, carrier, and indirect carrier for all modes of transportation.

Port – A node in a transportation network at which an individual and cargo may enter and exit the transportation network.

Possible Threat – Property the X-ray/EDS/ETD operator identifies as a Possible Threat (explosive, incendiary, weapon, or other prohibited item) or that contains an unresolved alarm.

Prohibited items – Items that cannot be transported in accessible property, on an individual's person, or in checked baggage.

Property search TSO – A TSO who is assigned the function of ETD operator and/or physical search TSO.

Rich Site Summary (RSS) – An internet protocol used to publish frequently updated content such as blog entries, news headlines, and podcasts in a standardized format. For purposes of this SOP, RSS refers to the method by which the TSOC receives information on AMBER Alerts.

Screening checkpoint – A screening location at the entry to a sterile area.

Screening checkpoint lane – The designated path or route at a screening checkpoint for individuals to pass through the screening process. A lane will usually contain a WTMD and x-ray screening system.

Screening location - Each site at which individuals, accessible property, or checked baggage is inspected for the presence of explosives, incendiaries, weapons, or other prohibited items. These include the screening checkpoint or boarding gate where individuals and accessible property are inspected with metal detectors, x-ray machines, and other methods; concourse, lobby, or baggage make-up areas where checked baggage is inspected with an EDS and/or ETD; locations where cargo is inspected; **and any other location determined by the FSD.**

Security Breach – Any incident involving unauthorized and uncontrolled access by an individual or a prohibited item into a sterile area or secured area of an airport that is determined by TSA to present an immediate and significant risk to life, safety, or the security of the transportation network which requires emergency response by law enforcement.

Selectee – A person selected for selectee screening by a computer-assisted passenger prescreening system (CAPPS) or another process as determined and approved by TSA.

Selectee screening – A special screening requirement for individuals designated as selectees.

Sensitive Security Information (SSI) – Information obtained or developed in the conduct of security activities, including research and development, the disclosure of which TSA has determined would constitute an unwarranted invasion of privacy, reveal trade secrets, disclose privileged or confidential information obtained from any person, or be detrimental to the security of transportation.

Stand-alone systems – A checked baggage screening system using an EDS that is not physically attached to a baggage handling system.

Sterile area – A portion of an airport, defined in the airport security program, that provides passengers access to boarding aircraft and to which the access is generally controlled by TSA through the screening of persons and property.

Supervisory Transportation Security Officer (STSO) – The individual who directly supervises TSOs and the screening process. It may also refer to an LTSO who has been designated to perform STSO functions.

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Threat Image Projection (TIP) – Computer software that allows fictional images of threats to be digitally displayed in the image of passengers' bags onto the x-ray monitor.

Transportation Security Manager (TSM) - The individual who supervises STSOs, LTSOs, and TSOs and the screening process.

Transportation Security Officer (TSO) – An individual who is trained, certified, and authorized in accordance with applicable TSA standards and directives to inspect individuals, accessible property, and/or checked baggage for the presence of explosives, incendiaries, weapons, or other prohibited items.

Travel document - The various documents that may permit entry to the sterile area through the passenger screening checkpoint including tickets, ticket confirmations, standby passenger authorizations, priority verification cards, boarding passes, gate passes, jumpseat passes, escort passes, and other similar documents.

Travel Document Checker (TDC) - A TSO or other member of the FSD's Staff, to include administrative personnel, trained and assigned the function of checking travel documents and identification.

TSA management – The FSD or his or her designee, who has overall responsibility for the screening locations at an airport.

Warning statement – A written indication of a potentially hazardous situation, which if not avoided, could result in personal injury or occupational illness.

1.3. ACRONYMS

AFSD	Assistant Federal Security Director
ATF	**Alcohol, Tobacco, Firearms, and Explosives**
ATSAC	**Assistant to the Special Agent-in-Charge**
BEP	Bureau of Engraving and Printing
CDO	**Command Duty Officer**
CIA	Central Intelligence Agency
CFR	Code of Federal Regulations
CPAP	Continuous Positive Airway Pressure
DFSD	Deputy Federal Security Director
DAFSD	Deputy Assistant Federal Security Director
DHS	U.S. Department of Homeland Security
DOS	**U.S. Department of State**
DVD	**Digital Video Disk**
FAA	Federal Aviation Administration
FAM	**Federal Air Marshal**
FAST	**Free and Secure Trade**
FDA	Food and Drug Administration
FEMA	Federal Emergency Management Agency
FFDO	Federal Flight Deck Officer
FOUO	For Official Use Only
FAQ	**Frequently Asked Question**

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FSD	Federal Security Director
ID	Identification
IQT	Image Quality Test
MD	Management Directive
MOC	**Mission Operations Center**
NCMEC	**National Center for Missing and Exploited Children**
NIOSH	National Institute for Occupational Safety and Health
NOI	**Notice of Inspection**
NRC	Nuclear Regulatory Commission
NSA	National Security Agency
OFLMILG	**Office of Foreign Missions Interagency Liaison Group (DOS)**
OFMDO	**Office of Foreign Missions Duty Officer**
OSARP	On-Screen Alarm Resolution Protocol
OSHA	Occupational Safety and Health Administration
OSHE	TSA Office of Occupational Safety, Health, and Environment
OTP	Operational Test Piece
PHMSA	Pipeline and Hazardous Materials Safety Administration
PMIS	Performance Management and Information System
POD	**Protective Operations Division**
PPBM	Positive Passenger Bag Match
PPE	Personal Protective Equipment
PWD	Person with Disabilities
RSS	**Rich Site Summary**
SENTRI	**Secure Electronic Network for Traveler Rapid Inspection**
SIDA	Security Identification Display Area
SPOT	Screening of Passengers by Observation Techniques
TDC	**Travel Document Checker**
TSOC	Transportation Security Operations Center
USP	Unpredictable Screening Process
WOMAP	Worldwide Operational Meet and Assist Program

1.4. DOCUMENT CONTROL AND AVAILABILITY

A. TSA management must maintain at each checkpoint and screening location:

1) A complete, current copy of this SOP and associated addendums.

2) An adequate supply of TSA Notice of Inspection (NOI) cards controlled to prevent unauthorized access and inadvertent loss. These items must be safeguarded with procedures similar to those used to protect Sensitive Security Information (SSI).

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3) The manufacturers' operational manuals for the equipment in use at the checkpoint or screening location.

4) Any other documents required by TSA, such as alarm logbooks.

B. This SOP is SSI. If maintained electronically, it must be password protected to prevent unauthorized access in accordance with 49 Code of Federal Regulations (CFR) Part 1520.

C. The Supervisory TSO (STSO) must protect all SOPs at checkpoints and screening locations from unauthorized use and properly secure them at all times. **All electronic copies of the SOPs, for example, those contained on digital video disks (DVDs) and TSA approved Thumb Drives, must be password protected and stored in locked containers when not in use.** All hardcopies of the SOPs **and Frequently Asked Questions (FAQs**) must be placed in stand-alone binders, appropriately marked, and separated from other SSI materials (for example, ETD alarm logs, calibration/verification forms, and shift reports). Individual binders or folders containing these items may be stored together in storage cabinets, file cabinets, or desk drawers.

D. The Federal Security Director (FSD) must make this SOP and the Screening Checkpoint and Checked Baggage Screening SOPs and other required documents accessible to the TSOs, Lead TSOs (LTSOs), STSOs, Transportation Security Managers (TSMs), Deputy Assistant FSDs (DAFSDs) for Screening, Assistant FSDs (AFSDs) for Screening and Deputy FSDs (DFSDs). FSDs may authorize members of his or her staff to sign out copies of the SOPs to be taken home for the purpose of test preparation, provided strict controls are in place to ensure accountability of each SOP document removed, as well as adherence to appropriate SSI handling procedures.

E. **If an SOP or medium of storage (DVD, Thumb Drive) containing an SOP is lost or stolen, immediately send an e-mail to SSI@dhs.gov. Identify the item reported missing, include a thorough description, and provide point of contact information.**

F. Do not leave checked baggage security media (for example, TSA NOIs) unattended. Lock checked baggage security media in a file cabinet or desk drawer when not in use. Access to these materials must be strictly limited to TSOs who have a legitimate need to use them in the performance of their duties. If checked baggage security media are lost, stolen, or otherwise compromised, FSDs must report the incident and circumstances surrounding the event to the Transportation Security Operations Center (TSOC) and their Area Director.

G. **FAQs may be accessed by Training Coordinators and TSMs at https://tsaweb001/spb. To request access to the FAQ, contact TSAScreeningSOPs@dhs.gov. For SOP questions not answered by the FAQ, submit the question via the FAQ site. For questions not appropriate for the FAQ site** contact TSA headquarters (HQ) staff at TSAScreeningSOPs@dhs.gov for clarification and guidance.

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1.5. APPROVED SCREENING METHODS

All individuals, accessible property, and checked baggage must be screened using the screening methods contained in this SOP, the Screening Checkpoint and the Checked Baggage Screening SOPs and in any additional verbal or written directives and guidance issued by TSA HQ. **The procedures outlined in the SOPs ensure that baseline security requirements are met. TSOs may apply discretion to initiate additional screening measures beyond those called for in the SOPs, as necessary, to prevent the introduction of prohibited items into the sterile area. Use professional judgment, experience, and training to determine what actions to take to mitigate threats. If the source of an alarm cannot be identified and cleared by an STSO, LTSO, TSO, or Law Enforcement Officer (LEO), the individual or property must not be permitted into the sterile area unless the STSO is certain that no prohibited item is present.** Unless otherwise authorized by TSA HQ, all procedures and requirements set forth in this SOP, the Screening Checkpoint SOP, and the Checked Baggage Screening SOP apply equally to contract screening operations conducted at Screening Partnership Program airports.

1.6. PROHIBITED ITEMS

A. This SOP, the Screening Checkpoint and the Checked Baggage Screening SOPs each contain lists of prohibited items not permitted into the sterile area or onboard aircraft on one's person, in carry-on baggage, or in passenger checked baggage. Some items that are prohibited in the sterile area or in the cabin of passenger aircraft may be permitted in checked baggage.

B. Certain materials are regulated as Hazardous Materials (HAZMAT) under the Department of Transportation (DOT) regulations in 49 CFR Parts 171-180. Unless subject to exception, aircraft operators must restrict transport of HAZMAT in accordance with these regulations.

1.7. PERMITTED ITEMS

This SOP, the Screening Checkpoint and the Checked Baggage Screening SOPs each contain lists of items permitted in the sterile area or onboard aircraft on one's person or carry-on baggage, in passenger checked baggage, or both. Some items that are prohibited in the sterile area and in the cabin of passenger aircraft may be permitted in checked baggage under the following conditions:

A. Passengers may not carry HAZMAT in checked baggage, except as noted in exceptions as set forth in the **Hazardous Materials Reference Document**.

B. A passenger may place an unloaded firearm or starter pistol in a checked bag as long as the passenger declares it to the aircraft operator at the ticket counter before checking the bag, and the firearm is carried in a locked, hard-sided container for which only the passenger has the key or combination (49 CFR 1540.111(c)). A loaded firearm may not be transported in checked baggage.

C. A passenger may transport small arms ammunition, up to .50 caliber or 8-gauge shells, for personal use or for law enforcement purposes in checked baggage. Any ammunition transported must be securely packed in fiber, wood, or metal boxes or other packaging specifically designed to carry ammunition (reference 49 CFR 1540.111(d) and 49 CFR Parts 171-180*)*. Firearm magazines/clips do not satisfy the packaging requirement unless they provide a complete and secure enclosure of the ammunition (for example, by securely covering the exposed portions of the magazine or by securely placing the magazine/clip in a pouch, holder, holster, or lanyard). A firearm magazine containing ammunition also meets the proper packaging criteria if the packing material of the firearm case, or a case specifically designed for ammunition, completely and securely encloses the magazine when the case is closed. If not packaged in this manner, the TSO must notify the STSO who in turn must notify the aircraft operator. Properly packaged ammunition may be transported either separate from the firearm or inside the firearm's locked, hard-sided container.

D. Passengers may transport sharp or club-like objects in checked baggage as long as they do not contain explosives, incendiaries, or other prohibited HAZMAT.

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E. Passengers may transport one self-defense spray in checked baggage as long as it does not contain tear gas (for example, pepper spray does not contain tear gas), does not exceed four fluid ounces, and is equipped with a positive means to prevent accidental discharge (reference 49 CFR 175.10(a)(9)).

F. A passenger may transport empty compressed gas cylinders in checked baggage. The cylinder is considered empty when the tank valve is removed from the cylinder and the cylinder is no longer sealed (for example, the cylinder has an open end), enabling the TSO to see inside. TSOs must visually check that no prohibited items are in the cylinder. Cylinders that do not meet these criteria are prohibited in checked baggage.

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Chapter 2

2. PERSONNEL STAFFING, DUTIES, AND RESPONSIBILITIES

2.1. STAFFING

A. Staffing will vary depending on the volume of passenger traffic, airport size, and peak hour demand. The following are staffing guidelines to meet peak hour demand. TSA bases all procedures in the Screening Checkpoint and Checked Baggage Screening SOPs on availability of a TSO assigned to perform each of the following duties. However, the following list of duties must not be interpreted to be the minimum screening location staffing model:

1) X-ray screening of accessible property
2) Hand Held Metal Detector (HHMD) and pat-down screening of individuals
3) Walk Through Metal Detector (WTMD) screening of individuals
4) **Explosive Trace Portal (ETP) screening of individuals**
5) Exit lane monitoring, if the exit lane is co-located with the screening checkpoint
6) Physical, ETD, or Liquid Container Screening (LCS) of accessible property and checked baggage
7) EDS screening of checked baggage
8) **Travel document checking**

B. Screening checkpoint staffing requirements:

1) One TSO designated as LTSO for every two screening lanes
2) Each checkpoint must also include at least one STSO

C. Checked baggage staffing requirements:

1) EDS Collocated with One ETD: One EDS TSO, two ETD TSOs, and a sufficient number of STSOs in the immediate area to respond when called by the TSOs. An ETD TSO may be used as a baggage handler to load baggage into an EDS. If staff is available beyond this requirement, a dedicated baggage handler may optimize throughput.
2) ETD Stand Alone: A minimum of one and a maximum of two TSOs per ETD (sampling different checked baggage, but using the same ETD) and one STSO for every six ETD systems.
3) EDS Collocated with Multiple ETDs: For each EDS, one EDS TSO. For each ETD, two ETD TSOs and a sufficient number of STSOs in the immediate area to respond when called by the TSOs.

D. TSA management or an STSO may choose to assign additional TSOs to the screening location. TSA management may also assign additional personnel (who may or may not be qualified TSOs) to non-screening positions such as line monitors and bin loaders.

E. FSDs have the discretion to deviate from these guidelines as long as there is a minimum of one EDS TSO and one ETD TSO at EDS equipped screening locations and a minimum of one ETD TSO at ETD Stand Alone screening locations.

F. Staffing for special consideration screening must be a minimum of two TSOs at the appropriate screening location determined by the FSD.

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G. Individuals performing the duties of TSOs, LTSOs, or STSOs must be in uniform and trained to the required level before performing screening duties or making operational screening decisions. All training must be conducted in accordance with TSA established requirements and current directives that affect training.

2.2. TRANSPORTATION SECURITY OFFICER (TSO) DUTIES

A. The screening functions are:

1) X-ray screening of accessible property
2) Physical, ETD, or LCS screening of accessible property and Physical or ETD screening of checked baggage
3) HHMD and pat-down screening of individuals
4) WTMD screening of individuals
5) **ETP screening of individuals**
6) **Exit Lane Monitor**
7) EDS screening of checked baggage
8) **Travel document checking**

B. **Except for the TDC and Exit Lane Monitor,** all screening personnel including STSOs must be able to perform each screening function. However, TSOs must perform only those functions to which they are assigned at that moment. TSOs must be rotated through each different screening function throughout their shift in order to promote effective, vigilant, and courteous screening. During continuous screening operations, STSOs and LTSOs are encouraged to rotate TSOs to a new position at no more than 30 minute intervals. A TSO may also be assigned duty as an exit lane monitor at co-located exit lanes or as a line monitor or bin loader.

C. TSOs must report work-related injuries or illnesses to their STSO. TSOs must report any observed unsafe or unhealthful working conditions or practices to their STSO. The TSO or STSO making the report must complete TSA Form 2400, Employee Report of Unsafe and/or Unhealthful Working Conditions. TSA Management Directive 2400.4 contains instructions for completing this form.

2.2.1. X-RAY EXAMINATION OF ACCESSIBLE PROPERTY

The X-ray operator is responsible for screening accessible property using an x-ray system in accordance with the Screening Checkpoint SOP.

2.2.2. PHYSICAL SEARCH, ETD INSPECTION, OR LCS OF PROPERTY

The property search TSO is responsible for screening accessible property and checked baggage by physical search, ETD inspection, and/or LCS in accordance with the Screening Checkpoint and Checked Baggage Screening SOPs.

2.2.3. HHMD OR PAT-DOWN SCREENING OF INDIVIDUALS

The HHMD TSO is responsible for HHMD screening and pat-down inspections in accordance with the Screening Checkpoint SOP. All HHMD and pat-down searches must be conducted by TSOs of the same gender as the individual presents him or herself to be. **Extraordinary circumstances may occur where a TSO of the same gender is not available, including staffing shortage emergencies at any airport or limited staffing at** category II, III, and IV airports. Under these circumstances, TSOs of the opposite gender may be allowed to screen individuals **in accordance with the provisions of Chapter 4.3.14 of this SOP. During opposite gender screening an STSO or LTSO, if possible, should be present.** This rule applies to all references of same gender screening in the Screening Checkpoint SOP.

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2.2.4. WTMD SCREENING OF INDIVIDUALS

The WTMD TSO monitors individuals passing through the WTMD. When necessary, the WTMD TSO must **perform certain limited same gender pat-downs as specified in the Screening Checkpoint SOP and/or** refer individuals for additional screening.

2.2.5. ETP SCREENING OF INDIVIDUALS

The ETP TSO monitors individuals passing through the ETP. When necessary, the ETP TSO must refer individuals for additional screening.

2.2.6. EXIT LANE MONITOR

Where TSA has assumed responsibility for an exit lane, the exit lane monitor must report unauthorized sterile area access to an STSO. The exit lane monitor is not required to be TSO certified. However, exit lane monitors who are not certified as **TDC** must not be permitted to verify credentials of individuals requesting specialized screening and must notify a TSA representative to perform specialized screening procedures. **When the exit lane monitor is TDC certified, he or she is permitted to verify credentials and must use lights and loupes during identification (ID) verification.** FSDs may determine whether exit lane monitors must sit or stand while on duty.

2.2.7. EDS SCREENING OF CHECKED BAGGAGE

The EDS operator is responsible for screening checked baggage using an EDS in accordance with the Checked Baggage Screening SOP. Only EDS operators who have successfully completed On-Screen Alarm Resolution Protocol (OSARP) training may perform OSARP procedures. All other EDS operators must use the non-OSARP EDS procedures. Locations where screening personnel are properly trained and certified on the use of EDS OSARP must use the OSARP to resolve EDS alarms.

2.2.8. TRAVEL DOCUMENT CHECKER (TDC)

The TDC is responsible for checking all travel documents, gate passes, and IDs of individuals desiring access to the screening checkpoint. The TDC is not required to be certified to perform all TSO duties; however, the TDC must have completed all mandatory TDC training prior to assuming the TDC role.

2.3. LEAD TRANSPORTATION SECURITY OFFICER (LTSO) DUTIES

In addition to the functions and duties of a TSO, an LTSO may perform the functions **and duties marked with an asterisk in Section 2.4. of this SOP** when assigned by the STSO**. When the STSO is absent from the screening location or an LTSO is appointed an acting STSO, the LTSO may perform all of the functions and duties in Section 2.4. of this SOP.**

2.4. SUPERVISORY TRANSPORTATION SECURITY OFFICER (STSO) DUTIES

A. The STSO is responsible for implementing the uniform performance standards for security screening services set forth in this SOP, and the Screening Checkpoint and Checked Baggage Screening SOPs at all screening locations. STSOs must be knowledgeable in all the screening functions they supervise. An STSO must be present at each screening location that is open for operation. However, an STSO's absence from the checkpoint is excused for break periods and unforeseen situations requiring an STSO's absence. If the STSO must be absent during routine operation of a screening location, he or she must designate an LTSO to act on his or her behalf and must advise the designated LTSO of his or her whereabouts. FSDs may designate and schedule LTSOs to act as STSOs if temporary operational requirements cannot accommodate assignment of an STSO to each shift.

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B. The STSO must not routinely conduct EDS screening, x-ray screening, LCS, travel document checking, operate an ETD, load bags on the x-ray system conveyor, physically inspect accessible property or checked baggage, control the exit lane, or be responsible for the operation of the WTMDs, HHMDs, and ETPs. However, STSOs are strongly encouraged to perform TSO duties on a limited basis in order to maintain their screening skills and currency. At Category III and IV airports, STSOs may routinely conduct screening per the Screening Checkpoint and Checked Baggage Screening SOPs, if necessary, due to staffing requirements.

C. The STSO must:

1) ***Resolve situations concerning Possible Threat items to determine whether the items are permitted onboard the aircraft.**
2) ***Observe TSOs, when staffing and workload permit, to ensure compliance with the Screening Checkpoint and Checked Baggage Screening SOPs.**
3) Ensure the proper use of all screening equipment.
4) Make every effort to maintain proper staffing levels at each screening location.
5) Conduct daily briefings and instruct TSOs on current requirements.
6) **Ensure the SOP and other required documents are accessible to TSOs for their review.**
7) *Perform or ensure pre-operational safety checks are completed.
8) Make every effort to ensure that TSOs are knowledgeable of all SOPs.
9) Allow TSOs to review the SOPs.
10) Ensure that TSOs are fit for duty in accordance with TSA Management Directive 1100.73-5, Employee Responsibilities and Conduct.
11) *Rotate TSOs through the screening duties for which they are qualified.
12) Designate an LTSO for the screening location in his or her absence.
13) Ensure TSOs do not handle explosives, incendiaries, or weapons if such items are discovered during the screening process.
14) Complete administrative duties at the screening locations as designated by the FSD.
15) *Make every effort to actively monitor all screening activities and intervene to resolve alarms in any of the functions performed by TSOs to ensure effective, vigilant, and courteous screening.
16) Notify a Bomb Appraisal Officer (BAO) or an LEO when necessary.
17) *Ensure that TSA NOI cards are properly used and controlled. Report any suspected loss or theft of these items to the TSM immediately upon discovery.
18) Ensure that TSOs wear appropriate Personal Protective Equipment (PPE) in accordance with the provisions of this SOP.
19) Represent TSA in handling complaints, respond to TSA security reviews, and immediately notify TSA management about incidents.
20) Provide a written summary of any incident to TSA management as soon as possible, but not to exceed 24 hours after the incident or as directed by the FSD.
21) Make every effort to resolve problems or conflicts and monitor individuals when appropriate, without using physical restraint and without jeopardizing the safety of the STSO, TSOs, the individual, or others.

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22) Manage incidents as they arise until the arrival of an LEO, including the collection of witness information (for example, name, contact information, and statement regarding the incident) and retention of evidence.

23) If designated by the FSD, inspect the credentials of LEOs, LEOs escorting prisoners, Federal Flight Deck Officers (FFDOs), Federal Air Marshals (FAMs), **credentialed TSA employees flying with a working canine, and U.S. Government employees required to fly armed** in order to clear them through the screening checkpoint. **Use travel document checking lights and loupes while inspecting the credentials**.

24) Maintain the checkpoint logbook.

25) Ensure that TSOs using an x-ray system equipped with Threat Image Projection (TIP) capability log-on and log-off using their assigned ID numbers and passwords at the beginning and end of each duty cycle.

26) Ensure daily operational testing of screening equipment occurs at designated intervals.

27) Ensure that calibrations of the WTMD occur at designated intervals.

28) Ensure testing of LCS equipment occurs prior to use and at designated intervals.

29) Ensure that a daily Image Quality Test (IQT) is performed for EDS.

30) Ensure that calibration/verification of the ETD is performed, **shift maintenance is performed, and adequate supplies are available at the beginning of each shift and every eight hours thereafter**.

31) **Ensure that calibration and verification of the ETP is performed at the beginning of each shift and every eight hours thereafter.**

32) **Ensure that travel document checking equipment is operational.**

33) Immediately contact an aircraft operator representative when necessary.

34) Ensure that communications equipment is located at all screening locations and immediately notify the LEO and TSA management if communications equipment is not working. This equipment must be tested daily and results must be recorded.

35) Ensure that all required signs are posted at each screening location.

36) *Complete tasks required to open and close a screening location.

37) Ensure chairs are available at checkpoints to accommodate Persons With disabilities (PWDs) before, during, and after the screening process.

38) Ensure that the screening of all individuals is conducted without regard to a person's race, color, national origin, gender, disability, religion, parental status, or sexual orientation.

39) Collect currency and review claims for currency left at the screening checkpoint per local procedures.

40) Conduct inquiries related to an employee injury or illness incurred in the workplace, or an employee report of an unsafe/unhealthful working condition and document the inquiry on TSA Form 2401 using TSA Management Directives 2400.4 and 2400.5. FSDs must establish local procedures on how to conduct inquiries related to employee injuries or illness.

41) Ensure TSOs provide only their TSA nametag information when an individual requests a TSO's personal information during, or as a result of, the screening process.

42) Conduct the procedures for checking travel documents and notifying the LEO and the U.S. Customs and Border Protection (CBP), when applicable, when U.S. currency or other monetary instruments appearing to exceed $10,000 is found on an individual or their property during screening.

*Indicates those duties that may be performed by an LTSO when assigned by an STSO.

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2.5. LAW ENFORCEMENT OFFICER (LEO) AND BOMB APPRAISAL OFFICER (BAO) NOTIFICATION

A. Notify an LEO when the STSO:

1) Is unable to resolve an alarm in accordance with TSA SOPs.

2) Discovers an asterisked (*) item on the TSA Prohibited Items List.

3) Discovers a prohibited item that is artfully concealed.

4) Determines that additional LEO notifications are required as directed by this SOP.

5) If an individual assaults, threatens, intimidates, or otherwise interferes with TSO personnel performing screening duties.

6) **Discovers fraudulent or potentially fraudulent identification or travel documents.**

B. If an STSO believes an alarm may be caused by an IED, explosives, or IED components, he/she must first notify a BAO (if available). Notification must be accomplished as discreetly as possible.

C. **When an LEO is notified, an individual and/or property must not be allowed into the sterile area or onboard an aircraft until the FSD or his or her designee has reviewed the LEO's actions and authorized the individual to continue the screening process or proceed into the sterile area. When the LEO response is for a fraudulent ID, the FSD does not have to review the LEO's actions.**

2.6. GUIDELINES FOR MARKING CHECKED BAGGAGE

A. At those airports where cleared and uncleared checked bags are mixed together within the baggage handling system, the FSD must implement a process that allows TSOs to readily identify cleared bags.

B. At those airports where cleared and uncleared checked bags are not mixed together within the baggage handling system, the FSD must review airport baggage screening and handling processes and determine what means, if any, are necessary for ensuring that all checked bags are screened and cleared for transport.

C. FSDs must coordinate their local procedures for marking bags with local aircraft operators and other stakeholders.

2.7. PHOTOGRAPHING, VIDEOTAPING, AND FILMING SCREENING LOCATIONS

A. TSA does not prohibit the public, passengers, or press from photographing, videotaping, or filming screening locations unless the activity interferes with a TSO's ability to perform his or her duties or prevents the orderly flow of individuals through the screening location. Requests by commercial entities to photograph an airport screening location must be forwarded to TSA's Office of Strategic Communications and Public Affairs. Photographing EDS or ETD monitor screens or emitted images is not permitted.

B. TSA must not confiscate or destroy the photographic equipment or film of any person photographing the screening location.

C. Whenever possible, x-ray machine images must not be visible to the public or press. When physical constraints prevent x-ray images from being fully protected from public viewing, TSOs must ensure no member of the public or press is in a position to observe an x-ray monitor for an extended period of time. Passengers and other unauthorized individuals must not be allowed to view EDS or ETD monitors and screens.

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D. In addition to this policy, local laws, State statutes, or local ordinances may prohibit photographing, videotaping, or filming screening locations. TSA **management** must **ensure that TSOs** are familiar with these State or local laws. However, State and local authorities must enforce such laws. TSOs must alert an LEO to individuals who may be violating these State or local laws, but must not confront these individuals.

2.8. PRIVATE SCREENING AREA

A. The private screening area must be a separate room or an area shielded by curtains or another mechanism adjacent to the checkpoint to prevent the public from seeing into the area.

B. If possible, the private screening area should be inside the sterile area. If the private screening area is not in the sterile area, the individual and his or her property must remain under the escort of a TSO from the time screening begins until entry into the sterile area (or aircraft, if there is no sterile area).

2.9. STERILE AREA

A sterile area is established by ensuring that no prohibited items or unauthorized individuals are within the area. Once a sterile area is established, the following requirements must be met:

A. TSA controls access to the sterile area at the screening checkpoint and at exit lanes monitored by TSA. The airport operator and aircraft operators control other access points.

B. All individuals and property entering the sterile area through the screening checkpoint must be screened to prevent the unauthorized introduction of prohibited items. Screening is accomplished by inspecting for explosives, incendiaries, or weapons (referred to as prohibited items) or by specialized and alternative screening in Chapter 4 of this SOP.

C. Any individual who has been screened and enters a sterile area, and then exits the sterile area into a public area for any reason must be screened prior to reentry into the sterile area.

D. FSDs must develop local security breach control procedures in accordance with TSA Operations Directive OD-400-50-5-3. TSOs must familiarize themselves with local security breach control procedures as developed by the FSD. TSOs must inform the STSO if they observe any activity while on duty at the screening checkpoint or in and around the airport environment that qualifies as a security breach or access event as defined in the FSD's local procedures.

E. **A sterile area must be thoroughly inspected and cleared of unauthorized individuals and prohibited items following a period of TSA non-control or after an uncontrolled security breach.**

2.10. INDIVIDUALS AUTHORIZED ACCESS INTO THE STERILE AREA

TSA limits the individuals who may access the sterile area of an airport via the screening checkpoint and determines to what extent certain individuals are screened. All individuals seeking access to the sterile area must undergo screening, including individuals specifically identified for specialized and alternative screening procedures in Chapter 4 of this SOP. TSA security programs and directives permit the following individuals access to the screening checkpoint:

A. Ticketed passengers

B. Standby passengers with a valid travel authorization

C. Aircraft operator employees presenting valid aircraft operator ID

D. Airport and aircraft operator employees who have been issued an airport ID card

E. Airport and aircraft operator employees presenting valid airport security identification display area access card

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F. Individuals with a need to access the sterile area, who have not been issued an airport ID card and who will remain under continuous escort by an airport employee, aircraft operator employee, or authorized TSA personnel

G. Federal Government employees on official business with Government-issued agency, service, or department ID (a boarding pass or ticket is not required)

H. LEOs, with a need to enter the sterile area, who have proper credentials and badge

I. Non-passenger escorts who have been issued aircraft operator authorization to enter the sterile area to accompany a minor, elderly, or disabled passenger

J. Aircraft operator club members and visitors sponsored by a member

K. Individuals on official business who are authorized by the aircraft operator or airport operator to enter the sterile area

L. Family members of military servicemen and servicewomen being deployed or returning from deployment who have been issued aircraft operator authorization to enter the sterile area

2.11. INDIVIDUALS WHO REFUSE SCREENING OF THEIR PERSON

The screening process of an individual begins when he or she walks through a WTMD (or an ETP if it is placed ahead of the WTMD at ETP-equipped checkpoints), or a TSO grants an individual's request for specialized screening. Once screening has begun, an individual may not withdraw from the screening process.

A. If an individual refuses screening of his or her person before screening has begun, the TSO must deny the individual entry into the sterile area.

B. If an individual refuses to complete screening after screening has begun, the TSO must notify the STSO. The STSO must advise the individual that the screening process must be completed. The STSO must then offer the individual a final opportunity to complete the screening process. If the individual continues to refuse screening, the STSO must:

1) Notify an LEO and request that the LEO assist in completing screening of the individual

2) Ensure that screening of the individual's accessible property is completed

3) Inform TSA management if the LEO permits the individual to return to the public area without completing screening

C. If the individual, who has refused to complete screening, returns to the public area prior to clearance or the arrival of an LEO:

1) Screening personnel must attempt to keep the individual under constant observation until an LEO arrives.

2) Screening personnel must not physically detain or hinder the movement of the individual.

D. If an unscreened individual proceeds into the sterile area, all screening at that screening checkpoint must be stopped and no other individuals are permitted to enter the sterile area until directed to resume screening operations by TSA management.

2.12. INDIVIDUALS WHO REFUSE SCREENING OF ACCESSIBLE PROPERTY

The screening of an individual's accessible property begins when he or she places accessible property on the x-ray belt or an individual hands accessible property to TSA screening personnel. Once screening has begun, the individual may not withdraw the item(s) from screening.

A. If the individual refuses screening of his or her accessible property before screening begins, the TSO must deny the accessible property entry into the sterile area.

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B. If the individual refuses to complete screening of property after it has begun, the TSO must notify the STSO. The STSO must then offer the individual a final opportunity to complete the screening process. If the individual continues to refuse screening, the STSO must notify an LEO and ensure that screening of the individual's accessible property is completed, either by TSA or an LEO.

C. If the individual leaves the checkpoint without the accessible property prior to clearance screening personnel must:

1) Not open or continue inspection of the individual's accessible property and notify a BAO if available or TSA management.

2) Notify an LEO and attempt to keep the individual under constant observation until an LEO arrives.

3) Not attempt to physically detain or hinder the movement of the individual.

D. If an individual proceeds into the sterile area with unscreened property, all screening at that screening checkpoint must be stopped and no other individuals permitted into the sterile area until directed to resume screening operations by TSA management.

2.13. TRANSPORTING CHECKED BAGGAGE WITHIN A SCREENING LOCATION

A TSO, LTSO, or STSO may transport checked baggage to the aircraft operator's conveyance system a distance not to exceed eight feet. The eight-foot distance is measured from the TSA screening location footprint, as defined by the FSD, to the aircraft operator's conveyance system. TSOs, LTSOs, or STSOs must not travel more than eight feet from the entrance or exit of the screening location for the purpose of picking up a bag for screening nor must TSOs, LTSOs, or STSOs travel more than eight feet for the purpose of returning a screened bag to the aircraft operator. Depending on screening location configurations, TSOs, LTSOs, or STSOs may be required to transport checked baggage more than 8 feet while conducting screening operations inside the screening location.

SENSITIVE SECURITY INFORMATION

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Chapter 3

3. SCREENING EQUIPMENT

A. Only TSA authorized personnel, vendors, and contractors may perform required daily tests of screening equipment and periodic routine maintenance. The Office of **Inspection** and Program Review will conduct system performance tests. Testing must be conducted as described in this SOP, the Screening Checkpoint and Checked Baggage Screening SOPs, or otherwise as approved by TSA HQ.

B. Alarm logs must be maintained for ETD equipment. All alarm logs, calibration and verification printouts are considered SSI when filled in. These items must be handled and controlled as SSI and must be maintained separate from other screening documents such as the Screening Checkpoint and Checked Baggage Screening SOPs and equipment operations manuals. Binders containing the alarm logs, calibration and verification printouts, and maintenance procedures and logs must be stored when not in use to prevent inadvertent access by unauthorized personnel or accidental loss.

3.1. WALK-THROUGH METAL DETECTOR (WTMD)

A. WTMD testing ensures the WTMD is in working order.

B. When conducting a calibration test and/or daily operational test of the WTMD, the individual tester must:

1) Divest themselves of all metal items, including coins, jewelry, belts, wristwatches, pins, metal buttons, and shoes (if the shoes contain metal buckles or shanks). Individuals with **significant amounts** of metal on his or her person that cannot be divested, such as surgical implants, must not conduct the test.

2) Enter the WTMD once without any test objects to ensure that he or she has properly divested all metal. The individual tester must not cause the device to alarm.

3) Always pass through the WTMD at normal walking speed and in the direction that individuals will be screened (public area to sterile area). Walk through the device in an upright body position (never hunched over). Also, ensure that the device's audio alarm has clearly stopped before passing through for each successive attempt.

3.1.1. WTMD CALIBRATION TEST

Only TSA authorized personnel, vendors, and contractors may perform an initial calibration test.

A. A WTMD calibration test must be conducted when one or more of the following circumstances occur:

1) Initial installation of a new WTMD

2) A TSA-approved vendor has moved the WTMD to a new location

3) A maintenance technician has serviced the WTMD

4) 90 days have passed since the date of the last calibration test

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B. Perform the test using the three test objects marked as follows:

1) DA (1 inch raised lettering below the barrel indicator)

2) BR (1 inch raised lettering below the barrel indicator)

3) .22 (This object may be marked like the two above, or may have a small clear window with the marking followed by a serial number). When using the encapsulated .22 that has no barrel indicator, you must first x-ray the item to determine which direction the barrel is pointing. It is recommended that you then mark or etch the item to indicate the direction of the barrel for future reference.

C. Using each of the three test objects separately, pass through the WTMD twice, placing the test object at each of the 16 required positions described below for a total of 96 passes. Always ensure that the test object is pressed flat against the body.

D. The 16 required positions are illustrated on the WTMD reference card and must be performed in order.

1) Ankle Position 1 (Fig. A)--Inner left leg with barrel pointing down and object touching ankle bone

2) Ankle Position 2 (Fig. B)--Inner right leg with barrel pointing down and object touching ankle bone

3) Waist Position 1 (Fig. C)--Centered on front of body with barrel pointing down

4) Waist Position 2 (Fig. D)--Centered on front of body with barrel pointing left

5) Waist Position 3 (Fig. E)--Left side of body with barrel pointing down and touching hip

6) Waist Position 4 (Fig. F)--Left side of body with barrel pointing back and touching hip

7) Waist Position 5 (Fig. G)--Right side of body with barrel pointing down and touching hip

8) Waist Position 6 (Fig. H)--Right side of body with barrel pointing back and touching hip

9) Waist Position 7 (Fig. I)--Center of back with barrel pointing down

10) Waist Position 8 (Fig. J)--Centered on back of body with barrel pointing left

11) Chest Position 1 (Fig. K)--Centered on front of body with barrel pointing left

12) Chest Position 2 (Fig. L)--Centered on front of body with barrel pointing down

13) Underarm Position 1 (Fig. M)--Under left arm with barrel pointing down. The tester must hold the object by pressing it between the inner arm and side, and allow arms to rest naturally.

14) Underarm Position 2 (Fig. N)--Under right arm with barrel pointing down. The tester must hold the object by pressing it between the inner arm and side, and allow arms to rest naturally.

15) Head Position 1 (Fig. O)--Centered on top of head with barrel pointing forward

16) Head Position 2 (Fig. P)--Centered on top of head with barrel pointing left

E. All 96 passes through the WTMD must result in an alarm. If the WTMD does not alarm on any pass, stop the test and do not use the WTMD for any passenger screening. Call the Siemens Service Response Center at 1-800-820-8535.

F. When the WTMD successfully alarms on all 96 passes with the test objects, it is considered “calibrated.”

G. Record the successful test by completing a WTMD test certificate (see Attachment 3-1 at the end of this chapter). An individual form must be completed for each WTMD and maintained in a screening logbook.

H. Prior to placing the WTMD back into operation, conduct the daily operational test and record the results in the appropriate screening logbook.

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3.1.2. WTMD DAILY OPERATIONAL TEST

Only TSA authorized personnel, vendors, and contractors may perform required daily checks of equipment and periodic routine maintenance.

A. A daily operational test must be conducted on each WTMD:

1) At least once every 24 hours (prior to daily operation)

2) Upon completion of the calibration test

3) Whenever the device is turned ON from the OFF position

4) Whenever the device is left ON and is accessible to unauthorized individuals

B. Use the Operational Test Piece (OTP) to conduct the test. If using an encapsulated OTP to conduct the test, the encapsulated OTP must first be x-rayed to determine which direction the barrel is pointing. It is recommended that the encapsulated OTP be marked or etched to indicate the direction of the barrel for future reference.

C. With the OTP placed on the body as described below, pass through the device two times at each of the required ten positions, for a total of 20 passes. Always make sure the OTP is pressed flat against the body.

D. The 10 required positions are illustrated on the WTMD reference card and must be performed in order.

1) Ankle Position (Fig. A)--Inner left leg with barrel pointing down and object touching ankle bone

2) Waist Position 1 (Fig. B)--Centered on front of body with barrel pointing down

3) Waist Position 2 (Fig. C)--Centered on front of body with barrel pointing left

4) Waist Position 3 (Fig. D)--Left side of body with barrel pointing down

5) Waist Position 4 (Fig. E)--Center of back with barrel pointing down

6) Waist Position 5 (Fig. F)--Center of back with barrel pointing left

7) Chest Position 1 (Fig. G)--Center of front of body with barrel pointing down

8) Chest Position 2 (Fig. H)--Center of front of body with barrel pointing left

9) Underarm Position (Fig. I)--Under left arm with barrel pointing down. The tester must hold the object by pressing it between the inner arm and side, and allow arms to rest naturally.

10) Head Position (Fig. J)--Center of top of head with barrel pointing forward

E. All 20 passes through the WTMD must result in an alarm. If the WTMD does not alarm on any pass, stop the test and do not use the WTMD for any passenger screening. Call the Siemens Service Response Center at 1-800-820-8535.

F. When the WTMD successfully alarms on all 20 passes with the test objects, the daily test has been successfully completed.

3.1.3. MOVING, REPLACING, OR ADJUSTING THE WTMD

A WTMD may only be moved in conjunction with a screening checkpoint construction or modification project approved by TSA HQ. Only the equipment manufacturer or TSA-approved vendor may move or adjust a WTMD.

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3.2. HAND-HELD METAL DETECTOR (HHMD) TESTING

TSOs must test each HHMD before each use. This test must be accomplished by activating the HHMD and passing it two inches over a metal object. A properly operating HHMD must indicate detection by audible alarm. An HHMD that fails to alarm must not be used.

3.3. X-RAY SYSTEM OPERATIONAL TESTING

A. TSA-authorized personnel must conduct an operational test of each x-ray system using the Test Step Wedge :

1) Whenever the system is turned on and placed into service.

2) At least once every 24 hours if the system is in continuous operation.

3) If the x-ray system is left unattended by screening personnel.

B. The Test Step Wedge must be placed on the x-ray conveyor belt and advanced through the x-ray system either in a bin or in the manufacturer's case.

C. Whenever a standard x-ray system is unable to detect 24-gauge wire at Step 5 on the Test Step Wedge, discontinue use. The STSO must immediately notify TSA management.

D. Whenever a Threat Image Projection (TIP) enabled x-ray is unable to detect 28-gauge wire at Step 10 on the Test Step Wedge, discontinue use. The STSO must immediately notify TSA management.

E. The STSO must record the results of the operational test. The test records must be maintained for at least 30 days at the screening checkpoint where the x-ray system is being used. After the 30 day period, records must be labeled and maintained **for one year** under the control of the FSD.

3.4. EXPLOSIVES TRACE DETECTION (ETD)

A. All ETD equipment must be operated, tested, and maintained in accordance with the manufacturer's procedures unless a TSA directive specifically modifies the procedures.

B. An ETD device must undergo a successful calibration and verification test each day prior to initial use and every eight hours thereafter, unless the ETD device is not in service. A successful calibration and verification test must also be conducted whenever the ETD device has not been operational for any period of time (for example, if it is moved, if it malfunctions, or when it is returned to service) regardless of how much time has elapsed since the last calibration and verification test.

C. The calibration and verification printout from the ETD device is sufficient to document the successful completion of a calibration and verification test (Calibration Recording Forms in the manufacturers' manual need not be completed). The individual authorized to perform the calibration and verification test must print and sign his or her name on the ETD printout. If the printer is not operational, a written record must be made in the calibration and verification test log to verify that a calibration and verification test was conducted.

D. An ETD device is considered available when it is present at the screening location and is operational. An ETD device that has multiple items waiting for ETD sampling is considered to be available.

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3.4.1. ETD CONTAMINATION CONTROL

A. The TSO assigned to operate the ETD device must sample the table and his or her gloved hands at the beginning of his or her shift. TSOs must use TSA-issued gloves as their outer glove.

B. If the ETD device alarms, the TSO must change his or her gloves, purge the ETD device per the manufacturer's procedures, wipe down the table with alcohol or approved substitutes, and if the item was placed in a divest container, wipe the divest container (if still available) with alcohol or approved substitutes. If gloves are in short supply, an STSO may direct a TSO to decontaminate his or her gloved hands with alcohol or approved substitutes. **The list of approved bio-based alcohol substitutes is available from the TSA Office of Occupational Safety, Health, and Environment (OSHE).**

C. TSOs must store and secure ETD supplies to prevent contamination.

D. TSOs must not place sample wands on top of the ETD device. Sample wands must only be placed in areas that are decontaminated.

E. TSOs must have a container for discarded, contaminated, or worn sample wipes before he or she begins the ETD rotation.

3.5. EXPLOSIVES DETECTION SYSTEM (EDS)

A. All EDS equipment must be operated, tested, and maintained in accordance with the manufacturer's procedures and this SOP, including the removal of power or resetting of the equipment.

B. The EDS must not be used unless the pre-operational safety checks have been successfully completed and a successful IQT or calibration and verification, as appropriate, have been conducted.

C. The TSO must immediately notify the STSO, who in turn must notify TSA management and the aircraft operator before an EDS is moved, replaced, or is out of service for repair for more than one hour. When the equipment returns to service, the TSO must notify the STSO, who in turn must notify TSA management and the aircraft operator.

3.6. EXPLOSIVES TRACE PORTAL (ETP)

A. The ETP must be operated, tested, and maintained in accordance with the manufacturer's procedures, unless a TSA directive specifically modifies the procedures.

B. The ETP must undergo a successful calibration and verification test each day prior to initial use and every eight hours thereafter, unless the ETP is not in service. A successful calibration and verification test must also be conducted whenever the ETP has not been operational for any period of time (for example, if it is moved, if it malfunctions, or is returned to service) regardless of how much time has elapsed since the last calibration and verification test.

C. If at any time the ETP is inoperable, revert back to WTMD screening procedures for that screening lane.

3.7. LIQUID CONTAINER SCREENING (LCS)

All LCS equipment must be operated, tested, and maintained in accordance with the manufacturer's procedures, unless a TSA directive specifically modifies those procedures. LCS equipment that fails pre-operational or periodic testing must not be used.

3.7.1. TEST STRIP CONTAMINATION CONTROL

A. To prevent contamination, the test strip containers must remain sealed and out of the reach of the general public when not in use.

B. The STSO must verify test strip detection capability when a new canister is opened and at the start and mid-point of each shift. The test strip validation is conducted as follows:

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1) Remove a random test strip from the canister

2) Apply a drop of distilled water to the tip

   a. If the test strip indicator produces a color change, the test strip is contaminated or defective. Do not use test strips from the contaminated canister.

   b. If the test strip indicator does not produce a color change, test strips in the canister are satisfactory for use.

3.8. EQUIPMENT RECORDKEEPING

A. A maintenance logbook must be kept at the EDS, ETD, and ETP screening location. TSA screening personnel must record all instances when the EDS, ETD, or ETP requires or receives maintenance.

B. Monthly Alarm Logs, calibration recording printouts, and maintenance recording forms for the current screening session and the previous 30 days must be maintained with the appropriate EDS, ETD, and ETP. Calibration recording printouts, maintenance recording forms, and related documents must be maintained for at least 30 days. FSDs are authorized to extend this retention period as necessary.

C. Baggage that alarms the EDS and subsequently alarms the ETD, and any EDS alarm that cannot be **cleared** with the ETD, must be recorded using an incident report.

D. All ETD alarms must be recorded on the TSA Form 400, ETD Monthly Alarm Log, following the directions printed on the form. If an exterior sample alarms, it does not need to be documented if no subsequent alarms occur.

   1) Either the TSO conducting the search or the STSO must complete the form. The STSO who makes the final alarm resolution must initial all alarm resolution entries.

   2) ETD Monthly Alarm Logs are considered SSI when information is recorded on the form. These forms must be kept in a dedicated 3-ring binder with a plastic pouch for ETD alarm printouts.

   3) Store the ETD alarm printouts until all entry spaces on the form are filled in or the end of the month is reached. At that time, attach all the alarm printouts to the form and initiate a new form.

   4) Completed forms must be stored at the screening location for 30 days from the date of the last entry on the form.

   5) If a recorded alarm was associated with an event that posed an actual threat to an aircraft, copies of the form and the associated alarm printout(s) must be attached to the incident report.

E. Calibration and verification printouts are considered SSI. These items must be handled and controlled as SSI and must be maintained separate from other screening documents such as this SOP and equipment operations manuals. Binders containing the calibration and verification printouts and maintenance procedures and recording forms must be stored when not in use to prevent inadvertent access by unauthorized personnel or accidental loss.

F. Communications equipment must be tested daily and the results recorded. The records must be maintained for 30 days at the airport.

G. Audio-visual recordings of checked baggage screening areas that do not document an incident may be destroyed 14 days after the date of the last recording.

H. Audio-visual recordings of checked baggage screening areas that document an incident must be included in the investigation or incident file.

I. Records regarding abandoned property or currency and similar statistical reports must be posted beginning October 1 and ending September 30.

SENSITIVE SECURITY INFORMATION

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3.9. THREAT IMAGE PROJECTION (TIP) SYSTEMS

STSOs must ensure that TSOs follow the procedures in this section when using equipment where TIP is activated.

3.9.1. TIP TRAINING REQUIREMENTS

TSA management must ensure that each TSO and STSO responsible for either operating or supervising a checkpoint using a TIP enabled x-ray complies with TSA-approved procedures.

3.9.2. TIP USER ID REQUIREMENTS

TSA management must ensure that a user ID number and password is assigned to each STSO/LTSO/TSO accessing a TIP enabled x-ray. The user ID number and password must be established as follows:

A. Each user must be assigned a single, dedicated, and unique user ID number.

B. The user ID number must contain at least four alphanumeric characters, usually comprised of the last four digits of the employee's Social Security number, and it must be no greater than the number of characters permitted by the x-ray manufacturer. Each user must choose a unique password containing at least four, but no greater than six, alphanumeric characters.

C. Each user must keep his or her password confidential.

D. The user ID number and the password must not be the same.

E. Each user must log on using his or her ID number and password before operating the x-ray. The user must log-off when he or she is no longer operating the x-ray.

F. Only the individual who is logged onto the x-ray may operate it, with the exception of those individuals in training when a trainer is present at the x-ray.

G. The ID number may not be reissued or transferred from one individual to another.

H. When a TSO **is decertified or is no longer employed by TSA,** TSA-authorized personnel must remove that TSO's access from all x-ray equipment within 48 hours.

3.9.3. FALSE TIP ALARM RESOLUTION REQUIREMENTS

All accessible property must be screened in accordance with the Screening Checkpoint SOP without regard to the presence or absence of TIP images. Any item **deemed a Possible Threat** by an X-ray operator must be resolved. Prior to inspecting the accessible property, the X-ray operator must determine whether or not the **Possible Threat** item is a TIP image.

A. If the **Possible Threat** item is not a TIP image, the item must be **screened using Screening Checkpoint SOP, Chapter 3, Possible/Obvious Threat procedures.**

B. If the **Possible Threat** item is a TIP image, once the image is removed from the display monitor, the TSO must examine the image of the accessible property per the procedures in the Screening Checkpoint SOP, Chapter 3, to reasonably ensure the TIP image did not obscure a prohibited item.

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3.9.4. TIP ACCESS PRIVILEGES AND ASSIGNMENT REQUIREMENTS

TSA management must ensure TIP access privileges are assigned in accordance with the following chart:

USER	TIP ACCESS PRIVILEGES
TSA Management	Set and change user ID numbers Download data Upload new images and data, if authorized by TSA View data reports
Screening Instructor (TIP Administrator)	Maintain employee records View data reports Log-in and log-out
STSO	View data reports Log-in and log-out
TSO	Log-in and log-out

3.9.5. TIP SYSTEM ACCESS BY THE STSO

The STSO must not alter, revise, or otherwise access the TIP system program or library of images on any equipment except as approved by TSA management.

3.9.6. SAFEGUARDING TIP REQUIREMENTS

TIP systems, data, methods, and procedures are SSI and must be safeguarded in accordance with Title 49 CFR Part 1520.

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ATTACHMENT 3-1: WTMD TEST CERTIFICATE

Transportation Security Administration

Enhanced Walk-Through Metal Detector Certification

Airport	Location	Make	Model	Serial Number

Certification Date	TSA Initials	Certification Date	TSA Initials

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Chapter 4

4. SPECIALIZED AND ALTERNATIVE SCREENING PROCEDURES

All individuals, accessible property, and checked baggage must undergo screening as described in this SOP, the Checked Baggage and the Screening Checkpoint SOPs unless the TSO identifies an individual and/or property as eligible for specialized screening, checked baggage alternative screening, or a Government official requests a screening exemption. When specialized screening is required, the STSO must ensure that the identification requirements and screening procedures in this chapter are followed.

4.1. DIPLOMATIC POUCHES

A. Diplomatic pouches are exempt from any form of screening. A diplomatic pouch can be a bag, pouch, or container holding diplomatic correspondence, documents, or articles. Although an individual transporting a diplomatic pouch may have diplomatic immunity, that individual and his or her non-diplomatic accessible property and checked baggage must undergo screening and all alarms must be resolved.

B. The diplomatic pouch must have visible external markings in English that state “Diplomatic Pouch” or “Diplomatic Bag”. The pouch must bear an official seal of the sending government or international organization. For example, a seal could be a lead seal attached to a tie that closes the pouch, a printed seal on the fabric of the pouch, or an ink seal impressed on a detachable tag. The pouch must be addressed to an office of the government or international organization whose seal the pouch bears. For unaccompanied pouches tendered as checked baggage, a detachable certificate will be affixed to the outside of the pouch that describes the pouch and certifies the contents as diplomatic materials. The Department of State (DOS) encourages diplomatic couriers to notify the aircraft operator that they are carrying a diplomatic pouch.

C. When a diplomatic pouch is presented by a diplomatic courier to TSA at a screening checkpoint or screening location, the STSO must check that the diplomatic courier is carrying an official or diplomatic passport and a courier document or letter on their person for identification. A courier letter must be on appropriate letterhead stationary and must bear a seal of the sending state, embassy, consulate, or international organization. The courier letter must be signed by the relevant Ambassador or Chief of Mission serving in the United States. The courier document must clearly identify the bearer and his or her status as a diplomatic courier and must contain information sufficient to identify the pouch(es), to include the number of pouches being escorted.

D. After clearing the required documentation listed in paragraph C., the STSO must ensure the diplomatic pouch is not submitted for screening. Improperly documented pouches or pouches without the required external markings must not be opened, must not be allowed into the sterile area, and must be returned to the courier.

E. If a diplomatic pouch is inadvertently presented for screening **or is discovered during** the screening process:

1) At the screening checkpoint, a TSO must not open the pouch. The TSO must notify an STSO who must contact the diplomatic courier and verify the courier’s documents. After the documents are verified, the diplomatic pouch is exempt from further screening.

2) **At the checked baggage screening location, a TSO must not open the pouch. The TSO must notify an STSO who must ensure no further screening is conducted on the pouch. The STSO must:**

   a. **Not mark the pouch with any TSA-specific indicator.**

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b. **Place the pouch beyond all TSA checked baggage screening systems (EDS and ETD).**

3) Diplomatic pouches that are inadvertently submitted for screening and that alarm (either accessible property or checked baggage) **must be denied access to the sterile or secured area** and returned by the STSO to the diplomatic courier or aircraft operator without any further screening. If required, notify an LEO/BAO for items that alarmed the screening system.

F. Incidents involving submission for screening or inadvertent screening of diplomatic pouches must be immediately reported to the FSD or his or her designee.

4.2. CHECKPOINT SCREENING DOCUMENTATION

4.2.1. INDIVIDUAL IDENTIFICATION DOCUMENT REQUIREMENTS

The procedures in this chapter require an individual to establish his or her eligibility for specialized screening procedures by producing identification documentation. The STSO must ensure that required identification documentation is validated as specified in this chapter prior to clearing the individual into the sterile area.

A. Authorization to Inspect Identification

1) An airport-assigned LEO (if available), **STSO,** or TSA representative designated by an FSD is authorized to verify **the required identification of the following individuals**; LEOs, **FAMs,** Bureau of Engraving and Printing (BEP), National Security Agency (NSA), and **Central Intelligence Agency Protective Operations Division** (**CIA POD**) personnel, FFDOs, armed security guards, and **TSA employees flying with a working canine.**

2) **An STSO or TSA representative designated by an FSD is authorized to verify the required identification of the following individuals: TSA screening personnel, TSA credentialed employees, aircraft operator flight crew, CIA Worldwide Operational Meet and Assist Program (WOMAP) personnel, Office of Foreign Missions Interagency Liaison Group (OFLMILG) Agents, U.S. Classified Document Couriers, and U.S. or Foreign Diplomatic Pouch Couriers.**

B. Types of Identification

The following is a list and description of each type of identification or documentation that individuals must present when requesting specialized screening procedures:

1) Badge and Credential: The credential must contain a clear full-face picture, the signature of the individual, and either the signature of the authorizing official of the agency, service, or department or the official seal of the agency or department. A badge, shield, or other similar device must not be used or accepted as the sole means of ID. A badge or credential annotated with the word “retired” is NOT valid for purposes of specialized screening as provided for in Section 4.3.1. of this SOP. Except as noted, the badge (or “shield”) must be checked to ensure the name of the agency, service, or department matches that of the credential presented, and both must match the agency, service, or department listed on any other document that is presented as part of the process. An exception to this requirement is granted to LEOs flying armed in support of the Joint Terrorism Task Force (JTTF). Agency, service, or department information on the LEO's JTTF credential need not match similar information on the LEO's badge.

2) Official Government agency ID: A photo identification must bear the represented agency, service, or department official seal and match the agency, service, or department listed on any other document that is presented as part of the process (for example, a courier letter). The TSA employee ID card or the Department of Homeland Security (DHS) employee ID card are examples of an official Government agency ID.

3) Government-issued photo ID: Examples of these IDs include passports, driver’s licenses, state-issued identity cards, official Government agency ID, and Resident Alien Cards. Refer to Section 2A-4. of this SOP for additional acceptable Government-issued photo IDs.

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4) Local airport ID card: The ID issued to personnel who have access privileges at the airport. It may vary in color and style depending on the type of access it grants at the airport. Personnel charged with verifying identification must be able to recognize all local airport ID media that grant access to the screening checkpoint. **If a distinctive local airport ID or a modified version of the airport ID that signifies unescorted access privileges to armed LEOs is issued to armed Federal, State, or local LEOs, the ID used for this purpose must have a permanent, readily visible, and unique design element. Removable stickers or adhesive designs must not be used.**

5) Company badge and credential: The type and characteristics of these forms of ID will vary depending on the employer. TSA personnel must ensure that the badge, credential, and insignia on the individual's uniform all match.

6) Aircraft operator ID card: The type and characteristics of these forms of identification will vary depending on the employer and the task assigned to the employee. TSA personnel must ensure that the photo on the ID matches the individual presenting the ID.

7) Notice of LEO flying armed document: This document acknowledges that the armed LEO has aircraft operator concurrence to fly armed. The specific name of the form and characteristics of the document will vary depending on the aircraft operator.

4.2.2. CHECKPOINT SIGN-IN LOGBOOK

Using TSA Form 413A (Checkpoint Sign-In/LEO Log, located on the TSA Intranet Forms page), the STSO must maintain a logbook at the screening checkpoint that provides a written record of those individuals who are provided specialized screening. Any logbook entry must be retained at the airport under the control of the FSD for at least 30 days. FSDs are authorized to extend this retention period as required.

A. Logbook entries must be completed by either the individual, an airport assigned LEO, an STSO, or a designated TSA representative. When an airport assigned LEO, STSO, or designated TSA representative completes the entry, he or she must have the exempted individual confirm and sign the logbook.

B. The logbook entry requirement does not apply to **FAMs** and FAM team augmentees.

C. The following individuals must complete the applicable sections of the logbook:

1) An LEO flying armed

2) **An unarmed LEO or credentialed TSA employee flying with a working canine and requesting specialized screening**

3) **A DOS employee escorting dignitaries**

4) **An armed security guard requesting specialized screening**

D. The logbook entry requirement does not apply to those armed Federal, State, or local LEOs at airports where the airport operator has chosen to issue either a distinctive airport ID or a modified version of the airport ID that signifies unescorted access privileges to armed LEOs. If the LEO is flying armed, he or she must complete a logbook entry. Either an STSO or TSO may inspect the LEO's distinctive or modified airport ID.

E. If requested by a law enforcement agency, the FSD may authorize completion of the logbook entry requirement for armed LEOs and their prisoners or escortees at an airport location other than the screening checkpoint (for example, a VIP lounge or TSA offices) in order to ensure the security of a protectee and/or facilitate the movement of the protectee through the screening checkpoint.

4.3. SPECIALIZED CHECKPOINT SCREENING PROCEDURES

This section, in conjunction with Attachments 4-1 and 4-2, lists those individuals and property eligible for specialized screening. It also describes the type of identification and/or documentation the individuals must present and to what extent they are to be screened. If at any time during the screening process an individual assaults, threatens, intimidates, or otherwise interferes with TSA screening personnel performing screening duties, the STSO must:

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A. Immediately notify an airport assigned LEO.

B. Provide a written summary of the incident to TSA management as soon as possible, but not to exceed 24 hours after the incident or as directed by the FSD. The summary must include the name, address, and all available flight information of the individual involved, and the name and address of any witness. The TSM or STSO writing the summary must attempt to obtain any supplemental reports, such as police reports regarding the incident, and attach them to the summary.

4.3.1. ARMED OR UNARMED LEOs ENTERING THE STERILE AREA

A. An armed LEO or an **unarmed LEO accompanied by a working canine**, in or out of uniform, who desire passage beyond the screening checkpoint without screening of his or her person and accessible property must be discreetly referred to an airport assigned LEO (if available), an STSO, or a designated TSA representative for screening in accordance with the following procedures:

1) An **on-duty** airport-assigned LEO, displaying a local distinctive airport ID may be cleared into the sterile area by a TSO without undergoing screening.

2) An armed LEO may be cleared into the sterile area after inspection of his or her badge, credential, and U.S. Government-issued photo ID, and if flying, his or her **boarding pass and Notice of LEO Flying Armed Document.** For the purpose of this SOP, an LEO is considered armed when he or she is carrying a firearm or other item found on the TSA Prohibited Items List.

3) **An unarmed LEO, accompanied by a working canine, may be cleared into the sterile area after inspection of his or her badge, credential, and Government-issued photo ID, and if flying, his or her boarding pass.**

B. **During inspection of the LEO documents, an airport-assigned LEO, STSO, or a designated TSA representative must ensure:**

1) The name, flight, and date specified on an armed LEOs boarding pass and Notice of LEO Flying Armed document match.

2) If the armed LEO is flying and does not present a Notice of LEO Flying Armed document, the LEO must be denied entry into the sterile area unless undergoing screening.

3) If any of the documents do not appear to be valid, deny the individual access to the sterile area and contact an airport assigned LEO.

4) If the boarding pass of an armed LEO **or an unarmed LEO with a working canine** is designated as a selectee, exempt that individual from selectee screening and apply distinctive markings to the individual's boarding pass to indicate that the individual is exempt from selectee screening.

4.3.2. UNARMED CANINE HANDLER ACCOMPANIED BY A WORKING CANINE

Unarmed, credentialed TSA employees or other airport-assigned security personnel accompanied by a TSA-certified working canine may be cleared into the sterile area using the following specialized screening procedures:

A. **An airport-assigned LEO (if available) or an STSO clears the individual after inspecting the TSA employee's credential or an FSD-approved credential of a non-TSA employee along with a Government-issued photo ID and if flying, the individual's boarding pass.**

B. **The individual fills out and signs the applicable sections of the Screening Checkpoint Sign-in/LEO Log.**

4.3.3. ARMED U.S. GOVERNMENT EMPLOYEES

Armed, non-LEO BEP, NSA, or CIA POD employees may be cleared into the sterile area using the following specialized screening procedures:

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A. **An airport assigned LEO (if available), STSO, or designated TSA representative clears the individual after inspecting his or her badge, credential, and Government-issued photo ID, and if flying, his or her boarding pass and Notice of LEO Flying Armed Document.**

B. **The BEP, NSA, or CIA POD employee fills out and signs the applicable sections of the Screening Checkpoint Sign-in/LEO Log.**

4.3.4. PRISONERS UNDER ESCORT

Prisoners, deserters, detainees, or deportees under escort or control of an armed LEO **who is accompanying the individual on a flight are not required to undergo further screening at the checkpoint. Prisoners, deserters, detainees, or deportees under escort or control of an armed LEO who is not flying are required to undergo standard screening.** An airport-assigned LEO (if available), STSO, or designated TSA representative may clear an accompanying LEO after inspecting the credential, badge, Government-issued photo ID **and Notice of LEO flying armed document.**

4.3.5. INDIVIDUALS UNDER PROTECTIVE ESCORT

Certain individuals and their accessible property **under protective escort are eligible for specialized screening. After the airport-assigned LEO, STSO, or designated TSA representative has verified the protective escort's badge, credential, and Government-issued photo ID,** the armed protective escort must verify the identity of the protected individual to the airport assigned LEO, STSO, or designated TSA representative and sign the logbook with both his or her information and the identity of the protected individual(s). The armed protective escort need not actually be flying with the protected individual(s). The following individuals (as verified by the armed protective escort) and their accessible property are eligible for specialized screening:

A. All individuals, accompanying immediate family members, and up to two accompanying staff members who are under the armed protective escort of a Federal **LEO** to include branches of the United States Armed Forces. The Federal armed protective escort must present a valid Federal badge, credential, a second Government-issued photo ID, and a Notice of LEO Flying Armed document (if flying).

B. U.S. State and Territorial governors and lieutenant governors, the Mayor of the District of Columbia, accompanying immediate family members, and two accompanying staff members when under armed protective escort of a non-Federal **LEO**. The armed protective escort must present valid LEO identification (badge, credential, Government-issued photo ID, and Notice of LEO Flying Armed document (if flying)).

C. Spouses of U.S. State and Territorial governors and lieutenant governors, the Mayor of the District of Columbia, accompanying immediate family members, and two staff members, when under armed protective escort of a non-Federal **LEO**. The armed protective escort must present valid LEO identification (badge, credential, Government-issued photo ID, and Notice of LEO Flying Armed document (if flying)).

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4.3.6. FEDERAL FLIGHT DECK OFFICERS

A. An airport-assigned LEO (if available), STSO, or designated TSA representative must inspect the credentials and aircraft operator photo ID of an armed FFDO in order to clear the FFDO through the screening checkpoint. An FFDO in possession of an FFDO firearm must be permitted to pass beyond the screening checkpoint without inspection of his or her person and accessible property upon presentation of bona fide credentials and aircraft operator photo ID. FFDOs are required to show only their credentials and aircraft operator ID.

1) When an FFDO is not in possession of a TSA issued firearm, he or she must undergo screening in accordance with the Screening Checkpoint SOP.

2) The airport-assigned LEO, STSO, or designated TSA representative must not request that the FFDO remove his or her firearm from its container or bag. If the FFDO does not present a container or bag that could hold a firearm, the FFDO must be screened. When an FFDO attempts to avoid screening and is not in possession of an FFDO firearm, an STSO or other member of TSA management staff must immediately notify the TSOC at 866-655-7023.

B. If the STSO or designated TSA representative determines that either the TSA credential or the aircraft operator's ID does not appear to be valid, the STSO or designated TSA representative must deny the individual entrance to the sterile area and contact an airport-assigned LEO and the appropriate aircraft operator.

C. Each FFDO entering the sterile area must complete the applicable sections of the logbook.

4.3.7. FEDERAL AIR MARSHALS

A. An airport-assigned LEO (if available), STSO, or designated TSA representative must inspect the credential, badge, and Government-issued photo ID of a FAM in order to clear the FAM through the screening checkpoint. (See Attachment 4-4 of this section for a sample of a FAM badge and credential.)

B. FAMs must be permitted to pass beyond the screening checkpoint without inspection of their person and accessible property upon presentation of bona fide credential, badge, and Government-issued photo ID. The logbook entry requirement does not apply to FAMs.

C. On occasion, FAMs may be accompanied by **FAM Team Augmentees.** The same FAM screening procedures must be applied to these FAM team augmentees provided the cleared FAM verbally confirms the individual as a FAM team augmentee and the augmentee provides a valid badge, credential, and Government-issued photo ID. The logbook entry requirement does not apply to FAM team augmentees accompanied by a FAM.

D. If the STSO or designated TSA representative determines that either the FAM or FAM team augmentee credential or Government-issued photo ID does not appear to be valid, the STSO or designated TSA representative must deny the individual entrance to the sterile area and contact an airport-assigned LEO. To assist in resolving credential or identification discrepancies, TSA management and/or an airport-assigned LEO must call the 24-hour FAM Mission Operations Center at 703-563-3566.

4.3.8. EMERGENCY PERSONNEL

A. If emergency personnel (for example, law enforcement, fire, medical) approach a TSO, the TSO must notify the STSO. The STSO must permit emergency personnel responding to an emergency and their equipment into the sterile area without screening. Emergency personnel must be accompanied into the sterile area by a sufficient number of escorts to preclude the transfer of a weapon between emergency personnel and other individuals in the sterile area. The escorts may be representatives of the airport or aircraft operator or individuals who are authorized unescorted access to the airport's secured areas.

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B. In support of incidents of national significance, emergency response personnel (for example, Federal Emergency Management Agency (FEMA) employees, Disaster Medical Assistance personnel, search and rescue teams) may be traveling on short notice. These personnel will possess valid identification as response personnel, U.S. Government travel orders, and a boarding pass. When the STSO is made aware of the presence of emergency response personnel, he or she must expedite processing of these individuals, to include screening them ahead of non-emergency personnel if necessary to meet deployment timelines.

4.3.9. ARMED SECURITY GUARDS (NON-LEO) ENTERING THE STERILE AREA

An airport-assigned LEO (if available), an STSO, or designated TSA representative must inspect the company credentials and Government-issued photo ID of an armed security guard in order to clear the armed security guard through the screening checkpoint. Armed security guards must be permitted to pass beyond the screening checkpoint without inspection of his or her person and accessible property upon presentation of bona fide credentials and Government-issued photo ID.

A. The armed security guard must be under continuous airport-assigned LEO escort from the time the security guard enters the sterile area until he or she is released back into the public area.

B. The armed security guard must be on-duty, in uniform, and performing duties in support of the airport operator or a tenant.

C. If the designated STSO or TSA representative determines that either the security guard credential or Government-issued photo ID does not appear to be valid, the TSA representative must deny the individual entry to the sterile area and contact an airport-assigned LEO.

D. Each armed security guard entering the sterile area must **make an entry in the applicable sections of the** screening checkpoint logbook.

4.3.10. SCREENING U.S. GOVERNMENT CLASSIFIED MATERIAL

The following procedures exempt U.S. Government classified material from screening checkpoint inspection:

A. Upon arrival at the screening checkpoint, the courier carrying U.S. Government classified material must present to an STSO:

1) An agency or company identification media

2) A Government-issued photo ID

3) A courier letter, card, or form stating his or her authorization

B. The STSO must verify that the courier's letter, card, or form includes each of the following:

1) The full name of the courier and his or her employing agency or company

2) A date of issue and an expiration date

3) The name, signature, and telephone number of the official issuing the letter, card, or form

4) The name and telephone number of the official designated to confirm the letter, card, or form

C. Once the STSO has verified the courier's authorization to carry classified material, the STSO must do each of the following:

1) Exempt only the U.S. Government classified material from any form of inspection. The courier and all other personal accessible property must be screened in accordance with the Screening Checkpoint SOP.

2) The U.S. Government classified material must remain within the courier's line of sight at all times during the screening process.

D. If an individual claims to have U.S. Government classified material, but does not present a valid courier letter, card, or form, an agency or company identification media, and Government-issued photo ID, the material may not be permitted into the sterile area unless it has been properly screened.

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4.3.11. SCREENING COURTESIES FOR FOREIGN DIGNITARIES

All FSDs must designate a POC on their staff to coordinate the screening of foreign dignitaries traveling through their airport. FSDs must ensure that the POC's name and contact information are provided to all aircraft operators at all airports under the FSD's authority and to TSA's Dignitary Facilitation Liaison Officer at the DOS. TSA extends screening courtesies to two categories of dignitaries: those sponsored by the DOS and those participating in the WOMAP, a program authorized by the Director of National Intelligence.

A. When under escort as described in this Section, the following individuals are exempt from screening of their person and accessible property at the screening checkpoint and boarding gate (if applicable):

   1) Foreign dignitaries equivalent to cabinet rank and above, accompanying spouse, their children under the age of 12, and their DOS escort. Other members of the foreign dignitary's entourage are not exempt from screening.

   2) Foreign dignitaries who are approved in advance by TSA's Office of Intelligence and under escort by authorized CIA representatives as part of WOMAP, and their CIA escorts.

B. DOS and WOMAP escorts are responsible for coordinating with local TSA management in advance of the foreign dignitary's arrival at an airport in accordance with the procedures set forth in Subsections 4.3.11.F. and 4.3.11.G. of this SOP.

C. Foreign dignitaries under armed protective escort of a U.S. Government agency are exempt from screening of their person and accessible property at the screening checkpoint in accordance with the LEO screening procedures in Section 4.3.5. of this SOP.

D. Foreign dignitaries who do not have DOS or CIA WOMAP approval to be exempt from screening at the screening checkpoint must undergo screening per the Screening Checkpoint SOP. However, screening personnel must make every effort to afford expedited and private screening for foreign dignitaries and their accompanying entourage.

E. When an individual presents him or herself to be an unescorted foreign dignitary at a screening checkpoint and indicates that he or she has DOS or CIA WOMAP approval to be exempt from screening, the TSO must notify the STSO. The STSO must then notify local TSA management.

   1) If local TSA management has not received DOS or CIA WOMAP approval, the individual, accompanying spouse, and any accompanying children under the age of 12 must undergo screening of his or her person and accessible property per this SOP.

   2) If local TSA management has received DOS or CIA WOMAP approval for the individual, but the DOS or CIA WOMAP escort assigned to the dignitary is not present, the foreign dignitary, accompanying spouse, and their children under the age of 12 must undergo screening of his or her person and accessible property per the Screening Checkpoint SOP unless the assigned escort can be reached and arrangements made for the escort to arrive in time for the foreign dignitary to make his or her scheduled flight.

F. The following specific procedures must be applied to the screening of foreign dignitaries sponsored by the DOS:

   1) Joint TSA-DOS approval for exempting a foreign dignitary, accompanying spouse, and their children under the age of 12 from inspection at a screening checkpoint must be forwarded by TSA's Dignitary Facilitation Liaison Officer at the DOS to local TSA management at individual airports.

   2) Usually, DOS will provide an Approval for Escort Screening Courtesies Form (see Attachment 4-3). In those instances where TSA does not receive advance, written notice of a foreign dignitary's arrival at an airport during normal business hours, TSA permits foreign dignitaries under DOS escort to be approved verbally by TSA's Dignitary Facilitation Liaison Officer at the DOS. If outside normal business hours, the TSOC will provide verbal approval after confirming the status of the dignitary with the DOS Office of Foreign Missions Duty Officer (OFMDO).

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3) When a foreign dignitary, accompanying spouse, and their children under the age of 12 arrive under unarmed DOS escort at a screening checkpoint, TSA management or the STSO must:

   a. Verify that the foreign dignitary, accompanying spouse, and their children under the age of 12 are under escort of a DOS employee carrying a valid DOS ID and a government-issued ID (for example, a driver's license or state-issued identification card).

   b. Verify that the DOS has approved the foreign dignitary to bypass inspection only when under escort by examining and validating the Approval for Escort Screening Courtesies Form.

   c. Require each DOS employee escorting an approved foreign dignitary into the sterile area to make an entry in the **applicable sections of the** screening checkpoint logbook.

4) There may be cases where the DOS is unable to provide an assigned escort at an airport. In these instances and only at the request of the DOS Office of Foreign Missions, a representative of the airport's TSA management staff must escort the approved foreign dignitary, accompanying spouse, their children under the age of 12, and their accessible property through the screening checkpoint in order to bypass screening.

   a. The Dignitary Facilitation Liaison Officer at the DOS (during normal business hours) or the TSOC (in coordination with the OFMDO during non-duty hours) must notify the appropriate FSD in advance of the foreign dignitary's arrival at the airport.

   b. The FSD must designate a TSA representative to escort the approved foreign dignitary, accompanying spouse, their children under the age of 12, and their accessible property through the screening checkpoint.

   c. The designated TSA representative must review the foreign dignitary's diplomatic passport in order to verify the identity of the foreign dignitary.

   d. The designated TSA representative escorting an approved foreign dignitary into the sterile area is not required to complete a screening checkpoint logbook entry. TSA management must document the screening exemption using a locally developed special incident report form that includes the Approval for Escort Screening Courtesies Form as an attachment.

5) If proper verification or notification is not possible or completed, the dignitary, spouse, and children under the age of 12 must complete the screening process. Screening personnel must make every effort to afford expedited and private screening for the foreign dignitaries and their accompanying entourage.

G. The following specific procedures must be applied to the screening of foreign dignitaries under CIA escort as part of the CIA's WOMAP:

1) CIA WOMAP must email the following information to the TSA Office of Intelligence at TSA-OI_WATCH@tsa.ic.gov:

   a. The "Subject" line must include "WOMAP Approval for Screening Courtesies" and all airport identifiers on the dignitary's itinerary (or multiple itineraries if applicable).

   b. WOMAP Escort Officer name

   c. WOMAP Escort Officer cell phone number

   d. Event date

   e. Event time

   f. Event number

   g. Name, date of birth, and place of birth of each exempted dignitary

   h. Name and contact information of WOMAP Event Coordinator

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i. Title or position of dignitary and additional information as required. The title or position of the dignitary and any additional information may be provided at the classified level, but must include the For Official Use Only (FOUO) information in a. through h. above to facilitate forwarding to the TSOC and respective FSDs. The title or position of the dignitary will be used by the Office of Intelligence to determine eligibility for screening courtesies, but will not be forwarded to the TSOC and respective FSDs.

2) The TSA Office of Intelligence must acknowledge receipt and forward the FOUO portion of the WOMAP Approval for Screening Courtesies email notification to the Command Duty Officer (CDO) at the TSOC and to the Duty Assistant to the Special Agent-in-Charge (ATSAC) at the FAMS Mission Operations Center (MOC).

3) TSA and CIA WOMAP approval for exempting a foreign dignitary from inspection at a screening checkpoint must be forwarded via email by the TSOC to local TSA management at individual airports (with a copy to the TSA Office of Intelligence, the FAM MOC, and the Dignitary Facilitation Liaison Officer at the DOS).

4) In instances in which TSA receives less than 24 hours advance notification of a foreign dignitary's arrival at an airport, TSA permits foreign dignitaries under CIA WOMAP escort to be approved verbally or by pager notification to the FSD by the TSOC CDO following notification from the TSA Office of Intelligence. WOMAP requesting officials must contact the TSA Intelligence Watch using one of the following telephone numbers: 703-601-3200 (non-secure) or 703-601-3237 (STE secure) or 703-601-3287 (STE secure fax) and provide the information in 1) above.

5) When a foreign dignitary arrives under unarmed CIA WOMAP escort at a screening checkpoint, TSA management or the STSO must:

a. Verify that the foreign dignitary is under escort of a CIA WOMAP officer carrying a valid CIA credential (see Attachment 4-5 for sample) and a Government-issued ID (for example, a driver's license or state-issued identification card).

b. Verify that CIA WOMAP has approved the foreign dignitary to bypass inspection by examining and validating the WOMAP Approval for Screening Courtesies email approval notification. Verify dates of travel and departure locations on the email approval.

c. Record the incident using a locally developed special incident report and attach the WOMAP Approval for Screening Courtesies email. CIA WOMAP agents escorting approved foreign dignitaries into the sterile area are not required to complete a screening checkpoint logbook entry.

4.3.12. AIRCRAFT OPERATOR FLIGHT CREW

A. Aircraft operator flight crewmembers in uniform, with valid aircraft operator employee identification, are exempt from the Unpredictable Screening Process and restrictions involving liquids, gels, aerosols, and footwear. **Aircraft operator flight crewmembers in uniform, designated as selectees, are not exempt from the requirements regarding liquids, gels, aerosols, or footwear.** Any alarm of the aircraft operator flight crewmember's person or accessible property must be **cleared**.

B. If, during the course of screening duties, TSOs observe an aircraft crewmember whose appearance, behavior, speech, or body odor raises suspicion that the crewmember may have been drinking or is under the influence of alcohol, the STSO must:

1) Not attempt to detain or physically restrain the crewmember.

2) Attempt to note the crewmember's name and employing aircraft operator. In most instances, the crewmember will be wearing company or airport identification.

3) Immediately report the suspect crewmember to an LEO and the respective aircraft operator.

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4) Notify the FSD or his or her designee. When it is known that the crewmember underwent an alcohol test or was arrested by an LEO, the FSD or his or her designee must notify the nearest FAA Regional Operations Center.

4.3.13. TSA PERSONNEL

A. TSOs who enter the sterile area through the screening checkpoint must undergo screening at the beginning of their shift. TSOs who exit the screening checkpoint to perform work within the scope of their screening duties (such as assisting with passengers or collecting divest bins) need not be rescreened upon reentering the screening checkpoint. **Where the FSD has waived TSO rescreening**, TSOs who leave the screening checkpoint area and are completely out of sight for rest breaks, lunch, etc. need not be rescreened upon returning to the screening checkpoint after presenting their TSA employee ID or local airport ID for review by a TSO or designated TSA representative. However, where the FSD has elected to waive TSO rescreening, the FSD must implement random screening of TSOs returning from breaks.

B. FSDs may exempt themselves, DFSDs, AFSDs/DAFSDs for Screening, training coordinators, training specialists, scheduling operations officers, TSMs, Stakeholder **Managers/**Liaisons, STSOs, and LTSOs from screening, while on duty, after presenting their TSA employee ID or local airport ID for review by a TSO or TSA representative designated by the FSD. On duty includes meals and rest breaks.

C. The following credentialed TSA employees on official business at an airport with a valid TSA credential (and badge, if issued) are exempt from screening while performing official duties at that airport after presenting the credential (and badge) for review by **a TSO**. TSA credentialed employees are NOT exempt from screening when boarding an aircraft as part of official duty travel. These TSA credentialed employees are not permitted to escort individuals around or through the screening checkpoint to bypass screening unless otherwise permitted by this SOP.

1) TSA Inspector (credential only)
2) TSA Executive (credential only)
3) TSA Critical Personnel (credential only)
4) TSA Transportation Security Specialist (credential only)
5) Federal Security Director (credential and badge)
6) Deputy Federal Security Director (credential and badge)
7) Assistant Federal Security Director for Law Enforcement (credential and badge)
8) Assistant Federal Security Director for Inspections (credential and badge)
9) Other Assistant Federal Security Directors (credential only)
10) TSA Office of Inspection Special Agent (credential and badge)
11) TSA Office of Inspection Inspector (credential and badge)
12) TSA Explosives Security Specialist (credential only)
13) Bomb Appraisal Officer (credential only)
14) Attorney Advisor (credential only)
15) TSA Investigator (credential only)
16) **TSA Field Intelligence Officer (credential and badge)**

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4.3.14. OPPOSITE GENDER SCREENING

Extraordinary circumstances may occur where a TSO of the same gender as the individual being screened **(the gender of an individual is determined by who he or she presents themselves to be)** is not available to complete HHMD and/or pat-down screening procedures (for example, **staffing shortage emergencies at any airport or limited staffing at** Category II, III, **and IV airports).** Under these staffing shortage emergencies, screening procedures for individuals of the opposite gender, as provided for in this Section, are authorized and STSOs must apply the following procedures.

A. The following notifications must be made within 24 hours of each new staffing shortage event:

1) The STSO must notify the FSD, specifying the anticipated duration of the staffing shortage. The STSO must provide subsequent updates to the FSD if the reported duration is exceeded.

2) The STSO must maintain a count of the number of passengers affected during the staffing shortage and report these numbers to the FSD after the shortage is resolved. No personal or identifying information must be taken from the passenger for purposes of this report. For example, "three female passengers underwent opposite gender screening at Airport X" is an adequate count; however, including the names of the three female passengers in the count would be inappropriate.

3) The FSD must in turn notify the Area Director, who must monitor such reports and consider how the patterns of staffing shortages, if any, can be addressed. The Area Director or his or her designee must notify the Office of Civil Rights of the staffing shortage and provide a copy of the report indicating the number of passengers subjected to opposite gender screening at each affected airport.

B. The STSO must ensure that the following notice is provided to an individual of the opposite gender before the individual enters the WTMD:

1) A TSO of the same gender as the individual presents him or herself to be is not available.

2) A TSO of the opposite gender will be required to complete the screening process, which may include physical contact between the TSO and the individual.

3) An LTSO or STSO, if possible, will be present.

4) Once the individual enters the WTMD, the individual must complete the screening process.

4.3.15. SELECTEE SCREENING

Depending on the screening checkpoint configuration, the aircraft operator may be responsible for referring all selectee passengers to the appropriate queuing area or screening location as designated by TSA. In other screening checkpoint configurations, TSA checks the boarding pass to determine whether or not an individual is designated a selectee. Except as provided in Section 4.3.1, any individual designated a selectee who has not undergone selectee screening must not be allowed to enter the sterile area.

A. Selectee screening performed at the screening checkpoint must be conducted in one of the following configurations:

1) **Limited-integrated selectee screening** – One or more (but not all) screening lanes at a screening checkpoint are screening both selectee and non-selectee individuals. The TDC will direct selectees to the appropriate lanes. WTMD TSOs must conduct the boarding pass checks required in the Screening Checkpoint SOP only at the checkpoint lanes performing selectee screening.

2) **Fully-integrated selectee screening** – Every screening lane at a screening checkpoint is screening both selectee and non-selectee individuals. WTMD TSOs must conduct the boarding pass checks required in the Screening Checkpoint SOP at all checkpoint lanes.

3) **Dedicated lane selectee screening** – One or more screening lanes at a screening checkpoint are screening selectee individuals only. The TDC will direct selectees to the appropriate lanes. WTMD TSOs are not required to conduct the screening checkpoint boarding pass checks at all checkpoint lanes.

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B. STSOs must ensure that the following individuals who are designated as selectees and their accessible property are screened as non-selectee passengers and apply the distinctive marking to the individual's boarding pass:

1) Any individual exempted by the FSD from selectee screening at the checkpoint. Any such exemption must not be based on the selectee's apparent race, color, religion, nationality, gender, or disability. This authority must not be delegated.

2) Minors who appear to be under 12 years of age. However, when a minor, who appears to be under 12 years of age is accompanied by a selectee passenger **and regardless of whether the minor was originally designated as a selectee or not,** both the minor and the minor's accessible property must undergo the selectee screening described in Chapter 2 step 1.4. of the Screening Checkpoint SOP

3) FEMA employees traveling in support of FEMA emergency operations who present FEMA-issued identification bearing the FEMA agency official seal and have in their possession duty orders issued by FEMA.

4) U.S. military members traveling in uniform who present a U.S. Government-issued military ID card.

5) Members of the U.S. Senate or U.S. House of Representatives who present one of the forms of Congressional identification depicted in Attachment 4-6 AND one other form of Government-issued photo ID.

6) **An individual who presents a valid U.S. diplomatic passport.**

7) **A passenger who presents a valid diplomatic passport from a foreign country AND presents a valid blue-bordered ID card issued by the U.S. Department of State (DOS), certifying that the individual is accredited to the United States or to the United Nations mission of that country.**

8) Selectees in the following categories who, upon request of the STSO, are cleared by a SPOT-certified Behavior Detection Officer after that officer's individualized observation of the selectee:

a. Forest firefighters employed by a U.S. Government agency who present a valid U.S. Government ID card and U.S. Government orders deploying them for firefighting operations

b. Federal Aviation Administration (FAA) Aviation Safety Inspectors on official business who present a valid FAA credential

c. Employees of U.S. aircraft operators who present a valid aircraft operator employee ID

d. An unarmed LEO escorting a prisoner who presents a valid credential from his or her agency

e. Prisoners traveling under armed or unarmed LEO escort

f. U.S. State and Territorial Governors who present a valid government-issued photo ID

g. Emergency response personnel activated by FEMA or DHS in response to an incident who present a valid identification as response personnel and U.S. Federal government travel orders

4.3.16. INDIVIDUALS SEEKING EXEMPTION FROM SELECTEE STATUS

A. If an individual disputes his or her status as a selectee prior to the start of the screening process, the TSO must notify the STSO who must take one of the following actions:

1) Require the individual to return to the aircraft operator to **confirm** the selectee markings ("SSSS") OR

2) Screen the individual as a selectee passenger and apply the distinctive marking to the individual's boarding pass.

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B. Any selectee who has already begun the screening process by walking through the WTMD (or an ETP if it is placed ahead of the WTMD at ETP-equipped checkpoints) or submitting their accessible property for screening does not have the option to return to the aircraft operator ticket counter. Complete the entire selectee screening process for these individuals. If the individual refuses to complete screening, follow the procedures in Sections 2.11. and/or 2.12. of this SOP.

4.3.17. GATE SCREENING OF SELECTEES

TSA does not conduct routine boarding gate screening of selectees. However, under extraordinary circumstances (for example, a selectee's boarding pass was not annotated with a distinctive marking), the FSD may choose to dispatch TSOs to an airport boarding gate to conduct selectee screening of the individual and his or her accessible property.

A. Selectee screening of an individual at the boarding gate:

1) TSOs must conduct an **HHMD SEARCH** and a **BULK ITEM PAT-DOWN** of the selectee.

2) If a TSO discovers a possible or actual prohibited item, follow the procedures in Chapter 2 of the Screening Checkpoint SOP.

B. Screening of Selectee's accessible property at the boarding gate:

1) Accessible property belonging to a selectee must undergo a **PHYSICAL SEARCH**.

2) If a TSO discovers a possible or actual prohibited item, follow the procedures in Chapter 3 of the Screening Checkpoint SOP.

4.3.18. SCIENTIFIC AND OTHER SPECIALIZED EQUIPMENT

On occasion, U.S. Government agencies transport sensitive or highly specialized equipment that cannot be subjected to standard screening procedures without damaging the item (for example, x-ray inspection) or that may be an item required in the performance of official duties that is otherwise prohibited (for example, certain tools that must be available immediately upon arrival). FSDs are authorized to exempt such items carried by U.S. Government officials and U.S. Government contractors from screening on a case-by-case basis under the following conditions:

A. TSA Explosives Security Specialists (ESS) and BAOs are required to transport training aids and other items necessary in the performance of their official duties. These items are exempt from screening after the STSO has verified the individual's TSA credentials and another form of Government-issued photo ID. The individual and the rest of the individual's accessible property must undergo screening.

B. The U.S. Government agency submits a request in writing to the FSD, specifying the item to be exempted, purpose of the item, rationale for the screening exemption, name of the U.S. Government official that will be transporting the item, a copy or image of the transporting official's government agency photo ID, and the transporting official's full travel itinerary. The written request must be made on agency letterhead and signed by an appropriate authorizing official from the U.S. Government agency.

C. The FSD provides written approval of the request. Prior to approval, the FSD is authorized to contact the actual authorizing official from the U.S. Government agency. The FSD approval letter must provide instructions to the U.S. Government agency regarding travel day contact and documentation requirements.

D. On the date of travel, the transporting U.S. Government official must present for inspection to the FSD or his or her designated representative, all of the following:

1) The item to be exempted

2) A copy of the original agency request

3) A copy of the FSD approval letter

4) Two forms of government-issued photo ID, one of which must be the same ID provided in the agency's original written request

5) The transporting official's boarding pass

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E. Upon verification of the documents, the FSD or his or her designated representative must escort the transporting official to the screening checkpoint and notify the STSO. If the item to be exempted or any of the documents appear suspect, contact an LEO and deny the transporting official entrance into the sterile area until resolution of the issue.

F. The STSO must exempt the requested item from screening and annotate the exemption using a locally developed special incident report form.

G. The transporting official and the remainder of his or her accessible property must still undergo screening. To the extent possible, the exempted item must remain visible to the transporting official during his or her screening.

H. Prior to the transporting official's initial flight segment, the FSD or his or her designated representative must provide a summary of the exemption action and approval notification to the TSOC at 866-655-7023 and all other FSDs along the route of the transporting official's itinerary.

4.3.19. EXERCISE OF FSD DISCRETION

Situations may arise which merit a temporary, short-term deviation from established security procedures. Where an articulable risk-based assessment supports a temporary deviation from such procedures, an FSD only (or the Acting FSD) has the authority to proceed as good judgment warrants.

A. An FSD (or Acting FSD) must be prepared to provide a well-reasoned justification for any deviation. For instance, where the presence at the checkpoint of an elected official or other trustworthy person of notoriety has the potential of creating a distraction that might lessen security, escort of the passenger and accompanying family members directly into the sterile area might be justified.

B. An FSD (or Acting FSD) should not exercise the discretion to deviate from established procedures where any doubt exists that aviation safety or national security might be compromised. Where such doubt exists, prior approval of the Area Director should be obtained.

4.4. UNPREDICTABLE SCREENING PROCESS (USP)

A key component in TSA's strategy to combat terrorism directed at our nation's transportation systems is to incorporate variability in our security operations to keep terrorists from predicting security procedures at any given point and time. This section provides a list of standardized screening procedures that are to be implemented on a rotating basis and with unpredictable execution. TSA management and STSOs are responsible for implementing the unpredictable screening of individuals and property as set forth in this section.

4.4.1. SCHEDULING USP

A. Development of Schedules

1) TSA HQ will provide to the FSD a mechanism to use to produce an automated unpredictable screening schedule.

2) FSDs will direct USP schedules be produced by a member of the management staff, to include STSOs. A unique schedule must be produced for every checkpoint and every shift.

3) Once a schedule is produced for a shift, it must be executed. The FSD staff must not review the searches scheduled to determine that for any reason they would rather produce a new schedule.

4) General information on the schedules may be adjusted to meet local needs; however, the formula for producing the actual scheduled searches must not be adjusted.

B. Schedule Execution

1) USP must be continuously active for each checkpoint using a schedule(s) that covers all active lanes. Irrespective of published schedules, FSDs are authorized to adjust (reduce or enlarge) lane coverage to meet current operational requirements. Do not conduct USP at ETP equipped lanes.

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2) The schedule to be executed must be produced and made available to the screening checkpoint STSO no sooner than 24 hours prior to the shift of execution.

3) TSOs at checkpoints configured to three or more x-ray screening lanes must be assigned full-time USP duties at a minimum ratio of one TSO per two active checkpoint lanes. The FSD may decide if the unpredictable search TSOs are fixed positions within the rotation of the checkpoint lane(s), or a "team" that executes the schedules independent from the other TSOs.

4) When an odd number of screening lanes are in use, an additional TSO must be assigned to conduct USP to accommodate the extra lane(s) (for example, 3 lanes = 2 USP TSOs).

5) If a TSO assigned to conduct USP is relieved for any reason (for example, breaks), the STSO must immediately replace him or her with another TSO to ensure that there is no interruption in the schedule execution. When staffing levels permit, STSOs are encouraged to assign more than the minimum required number of TSOs to conduct USP.

6) At checkpoints configured to one or two x-ray screening lanes, the USP schedule must be carried out on a continuous basis by the TSOs that are assigned to additional search functions (for example, property search and HHMD TSOs). If at any time at least one search of an individual or property is not being conducted, an additional search TSO must conduct a USP search.

7) STSOs must assign TSOs of each gender to carry out USP. Gender rotation of TSOs allows passengers of either gender to be selected for USP searches.

8) At the end of the work shift, the STSO must attach the executed schedule to the shift report.

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4.4.2. TYPES OF USP SEARCHES

Listed below are the standard search types that must be used when scheduling and executing USP searches pursuant to this Section:

A. Individuals

1) Bulk Item Pat-down
2) **LIMITED PAT-DOWN of the stomach area**
3) **LIMITED PAT-DOWN of the back**
4) **LIMITED PAT-DOWN of both legs**
5) **ETD of the hands**

B. Property

1) **CLOSED BAG SEARCH**
2) **INTERIOR ETD SEARCH**
3) ETD search of a divested electronic/electrical item
4) ETD sampling of divested footwear (profiled or non-profiled)
5) ETD sampling of plastic bags containing travel-size liquids, gels, and aerosols

4.5. ALTERNATIVE SCREENING PROCEDURES FOR CHECKED BAGGAGE

The FSD or designee (this authority cannot be delegated below the level of AFSD for Screening) may authorize the use of alternative checked baggage screening procedures as outlined below. The FSD's decision to implement alternative screening procedures for checked baggage places direct responsibility for deviations from the standard checked baggage screening procedures on the FSD.

A. FSDs must inform aircraft operators that alternative screening procedures are in place for special circumstances. FSDs must not communicate specific screening procedures to aircraft operators except for Positive Passenger Bag Match (PPBM).

B. Alternative screening procedures are limited to those described in the Checked Baggage Screening SOP, Section 2.3. FSDs may not supplement this list nor alter the procedures described in the Checked Baggage Screening SOP without TSA HQ approval.

C. Alternative screening procedures must not exceed two hours. Use of alternative procedures must be stopped when the circumstances for alternative screening cease to impact operations.

D. FSDs must document alternative screening procedures by reporting implementation and cessation of alternative screening procedures in Performance Management and Information System (PMIS).

E. Prior approval of the TSA Assistant Administrator for Security Operations is required whenever any of the alternative screening procedures, excluding PPBM, will be in effect for more than two hours and anytime PPBM is to be implemented as an alternative screening procedure regardless of the duration.

4.5.1. CIRCUMSTANCES FOR CHECKED BAGGAGE ALTERNATIVE SCREENING

Alternative screening procedures must only be applied for non-selectee passenger checked baggage limited to the following circumstances:

A. The FSD determines there is a security risk associated with large concentrations of passengers in an area which poses a security target.

B. The FSD determines there is a security risk associated with large volumes of baggage awaiting screening in a confined baggage screening area which poses a potential explosive or other security target.

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C. Primary screening equipment (EDS; ETD for 40/40/20 airports) becomes inoperable.

D. **FSDs must develop and implement action plans that include alternative screening methods. Action plans must define when alternative screening methods are to be initiated and the circumstances under which they must cease so as to ensure temporary procedures do not become permanent**.

4.6. DECLARATION AND TRANSPORT OF FIREARMS IN CHECKED BAGGAGE

A. All passengers must declare to the aircraft operator when they are transporting an unloaded firearm. If the passenger attempts to declare the firearm at the screening checkpoint, the STSO must refer them to the appropriate aircraft operator to properly declare the firearm. Firearms may only be transported in checked baggage.

B. Unloaded firearms may be transported:

1) In their own hard-sided locked container and checked as a separate bag

2) In a small, hard-sided, locked container placed in a larger checked bag containing other items

3) Packed inside a hard-sided, locked checked bag

C. TSA management, in coordination with local law enforcement and aircraft operators, must develop local procedures to facilitate the verification of firearms declared in gun cases not packed in checked baggage (such as a hard-sided rifle case). One of the following requirements must be met:

1) The passenger must facilitate the opening of the lock(s) and be present for the verification of the TSO.

2) The aircraft operator may provide positive verification that a firearms declaration form has been accurately completed for the current flight and date, and is packed inside the gun case.

D. For government-owned weapons transported by U.S. military personnel traveling as part of a unit deployment or other group movement, the following clearing procedures must be followed:

1) The military unit must declare the weapons and ammunition to the aircraft operator in accordance with 49 CFR 1540.111. Weapons must be unloaded and collectively secured in a crate and banded or individually locked in a hard-sided case. Ammunition must be securely packaged according to the requirements in 49 CFR 175.10(a)(8) and declared in accordance with 18 USC 922(e).

2) A unit representative must submit the unit's official travel orders and an inventory of weapons and ammunition being transported to the STSO. The inventory must include the number of crates or hard-sided cases as well as the number and serial numbers of weapons contained in each crate or case.

3) The unit representative must certify to TSA in writing that the weapons are unloaded. Additionally, the unit representative must certify in writing that the crates or hard-sided cases containing weapons and ammunition have been thoroughly inspected and that no other weapons, explosives, or other items prohibited in checked baggage by TSA, Federal Aviation Administration (FAA), DOT, or other Federal regulations are in the crates or cases.

E. **Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) Tactical Equipment Specialized Screening**

1) **Apply the following procedures for U.S. Government firearms and other tactical equipment transported by credentialed agents of the ATF traveling on official duty:**

a. **ATF agents have been instructed to request TSA supervisory assistance from the aircraft operator representative as part of their checked baggage check-in process. STSOs must respond expeditiously when so notified.**

b. **Inspect the ATF agent's credential, badge, and another form of U.S. Government-issued photo ID (see Attachment 4-6).**

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i. Ensure that the name on all pieces of ID is the same and that the articles do not contain signs of tampering.

ii. Use travel document checking lights and loupes if available.

iii. If the STSO has any questions or concerns about the validity of the ATF credentials or ID, he or she may contact the TSOC at 866-655-7023 to request confirmation of the ATF agent's mission status.

iv. If at any time during the ID inspection process, the STSO notices any suspicious activity or discovers tampered or fraudulent ID, he or she must immediately notify an LEO, the aircraft operator, and TSA management.

c. **Confirm with the ATF agent that the firearms and ammunition have been declared to the aircraft operator and that the firearms are unloaded.**

d. **Ensure that the firearms are secured in a locked hard-sided case. Firearms may be packaged collectively or individually. Ammunition must be securely packaged as described in Section 1.7.C. of this SOP.**

e. **Through verbal declaration, confirm with the ATF agent, or a representative if traveling as a unit, that each case containing firearms, ammunition, or other tactical equipment has been thoroughly inspected by the ATF agent or representative and that no explosives or other items prohibited in checked baggage by TSA or DOT HAZMAT are in the cases.**

2) **If the STSO is satisfied that the above requirements have been met, and no suspicious circumstances or behaviors are observed, the ATF case(s) must not be subjected to any additional screening.**

a. **The STSO must ensure that TSA maintains positive control of the ATF case(s) until they can be returned to the aircraft operator at a convenient point in the baggage handling system beyond all TSA checked baggage screening systems (EDS and ETD).**

b. **ATF agents are not authorized to accompany TSA personnel into secured airport areas.**

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ATTACHMENT 4-1: SPECIALIZED SCREENING PROCEDURES (LEO)

Law Enforcement Officers

The following individuals and their accessible property are eligible for specialized screening provided they meet the requirements set forth in the associated columns and their IDs have been verified by an LEO or TSA representative.

	Required ID	Notice of LEO Flying Armed Document	Designated TSA Representative Clearance	Logbook Entry (Note 1)
Armed Federal LEO	Agency Badge, Credential, and Government-issued ID	X (Note 4)	X	X
Armed non-Federal LEO	Agency Badge, Credential and Government-issued ID	X (Note 4)	X	X
Armed LEO with an airport ID	Agency Badge, Credential, Government- issued ID, and airport ID		X	
On-duty Uniformed and Non-uniformed airport-assigned LEO with a distinctive/modified airport ID	Displayed local airport ID		(Note 2)	
Individuals in custody of an armed LEO (for example, prisoners)	NONE (Escorting LEO vouches for their identity)	X (Note 3)	X	X
Federal and non-Federal armed protective escorts/LEOs and their escortees	NONE (Escorting official/LEO vouches for their identity)	X (Note 3)	X	X
FAMs	FAM badge, credential and Government-issued ID		X (Note 5)	
Unarmed LEO with working canine	**Agency Badge, Credential, Government-issued photo ID**		**X**	**X**

Note 1: LEOs that have been issued a distinctive ID or a modified version of the airport ID that signifies unescorted access privileges are not required to sign the logbook unless the LEO is flying armed.

Note 2: A TSO or STSO may inspect the airport-assigned LEO's distinctive or modified airport ID.

Note 3: The Notice of LEO Flying Armed document may list all individuals being escorted by the official/LEO. A separate document is not needed for each individual.

Note 4: STSOs must inspect the boarding pass of an LEO flying armed and apply distinctive markings if the boarding pass indicates Selectee status. The requirement to provide an LEO document indicating aircraft operator notification does not apply if the LEO is not flying.

Note 5: If the airport-assigned LEO or designated TSA representative is not in the immediate vicinity, the STSO must immediately conduct the required inspection.

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ATTACHMENT 4-2: SPECIALIZED SCREENING PROCEDURES (NON-LEO)

Non-Law Enforcement Individuals

The following individuals are eligible for specialized screening:

	Required ID	Authorization Letter	Notice of LEO Flying Armed Document	In Uniform	Minimum Required Clearance Level	Personal Property Screened	Official Property Screened	Person Screened	Exempt from USP Screening	Must Be Escorted By	Log book entry
Armed BEP, NSA, or CIA POD employees	**Agency Badge, Credential, Government issued photo ID**		**X**		**LEO or STSO**				**X**		**X**
FFDO	**Credential and aircraft operator ID**				**LEO or STSO**				**X**		**X**
Emergency Personnel					STSO				X	Individual with unescorted access to sterile area	
Armed Security Guards	Company credential, Government issued photo ID			X	LEO or STSO				X	Armed airport LEO	X
U.S. Classified Documents Courier	Official Government agency ID or company ID	Courier letter/ card/form			STSO	X		X			
U.S. or Foreign Diplomatic Pouches	Diplomatic passport	Courier letter			STSO	X		X			
OFLMILG **Agents and** High-ranking Officials and Dignitaries	DOS credential, Government issued photo ID	Approval for airport screening courtesies			TSA management rep. from FSD staff or STSO				X	DOS employee or the FSD or designee	**X**
CIA WOMAP Agents and Dignitaries	CIA credential, Government issued photo ID	WOMAP approval for screening courtesies email			TSA management rep. from FSD staff or STSO				X	CIA WOMAP agent	
Aircraft Operator Flight Crew	Aircraft operator ID			X	TSO	X	X	X	X		
TSA Credentialed Employees (Note 1)	TSA badge & credential (Note 1)				**TSO**				X		
TSA Credentialed Employee with a working Canine	**TSA credential, Government issued photo ID**				**LEO or STSO**				**X**		**X**
TSA Screening Personnel (Note 2)	TSA Employee ID or local Airport ID				TSO	X	X	X	X		

Note 1: TSA TSIs, Executives, Critical Personnel, FSD, DFSD, and AFSD on official business at that airport. TSA Executives, Critical Personnel, and other AFSDs do not present a badge. These TSA credentialed employees are not permitted to escort individuals around or through the screening checkpoint to bypass screening based on solely their credential and badge (if issued).

Note 2: FSDs may exempt themselves, DFSDs, AFSDs/DAFSDs for screening, training coordinators, training specialists, scheduling operations officers, TSMs, Stakeholder **Managers**/Liaisons, STSOs, and LTSOs from screening, while on duty, after presenting their TSA employee ID or local airport ID for review by a TSO. On duty includes meals and rest breaks.

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ATTACHMENT 4-3: APPROVAL FOR ESCORT SCREENING COURTESIES

SAMPLE

Approval for Escort Screening Courtesies

Notice to FSD: The individual identified below has been approved to receive escort screening courtesies at each U.S. point of departure in the itinerary shown. TSA personnel must follow the procedures set forth in this SOP**.**

Full Name of Traveler: ______________________

Official Title: ______________________

Nationality: ______________________

FLIGHT ITINERARY

	(If traveling from DC or NY, choose Airport from drop-down list, otherwise please type name of Airport)		
Airline and Flight No.	**Departure Airport**	**Month/Day/Year**	**Time**
	----		: ☐ am ☐ pm
	Arrival Airport	**Month/Day/Year**	**Time**
	----		: ☐ am ☐ pm
Airline and Flight No.	**Departure Airport**	**Month/Day/Year**	**Time**
	----		: ☐ am ☐ pm
	Arrival Airport	**Month/Day/Year**	**Time**
	----		: ☐ am ☐ pm
Airline and Flight No.	**Departure Airport**	**Month/Day/Year**	**Time**
	----		: ☐ am ☐ pm
	Arrival Airport	**Month/Day/Year**	**Time**
	----		: ☐ am ☐ pm
Airline and Flight No.	**Departure Airport**	**Month/Day/Year**	**Time**
	----		: ☐ am ☐ pm
	Arrival Airport	**Month/Day/Year**	**Time**
	----		: ☐ am ☐ pm

Itinerary continues on next page: ☐ **Yes** ☐ **No**

***Airport where escort officer may not be available**

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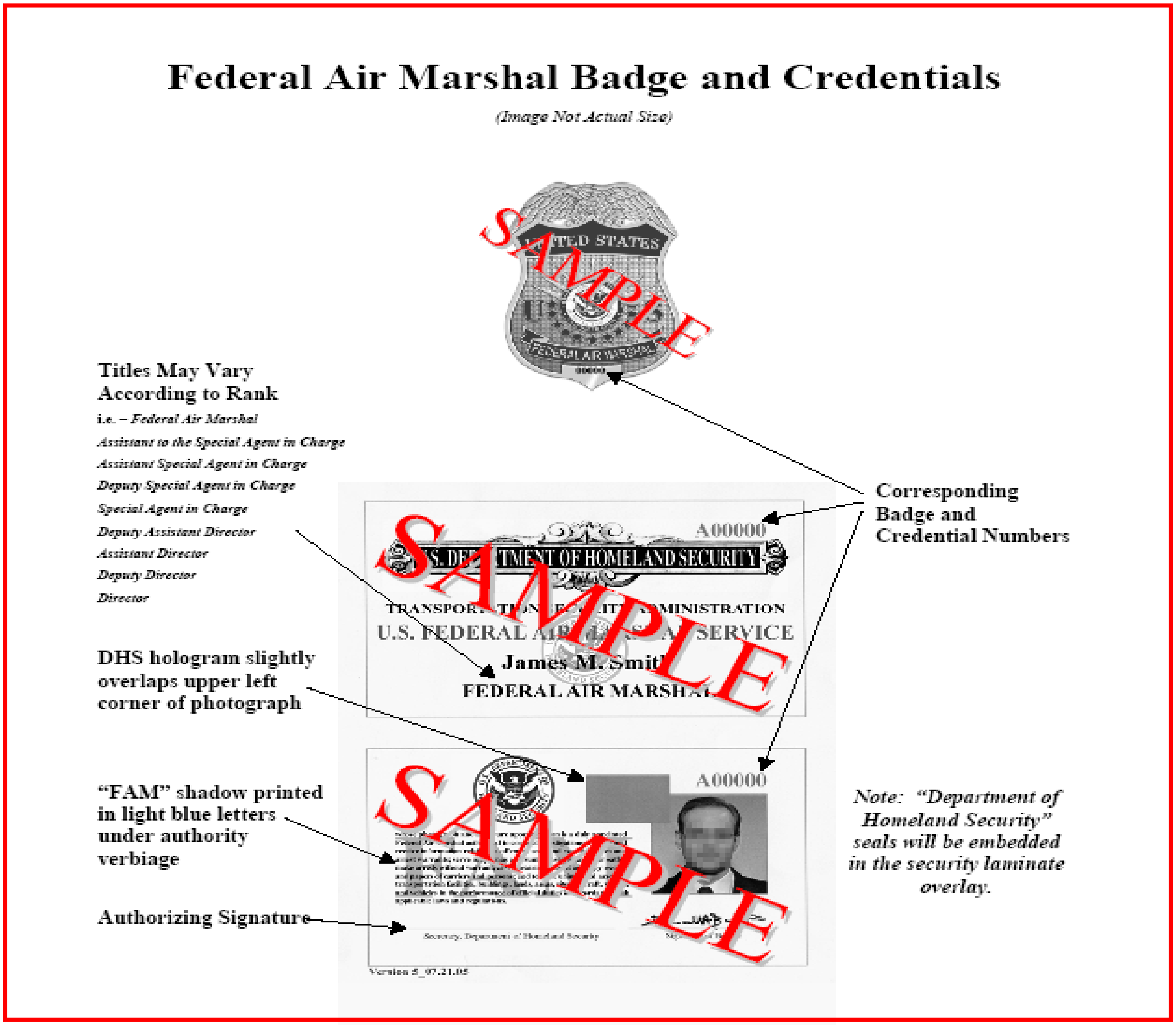
ATTACHMENT 4-4: FEDERAL AIR MARSHALL SAMPLE BADGE AND CREDENTIAL



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ATTACHMENT 4-5: CENTRAL INTELLIGENCE AGENCY SAMPLE CREDENTIAL

Sample CIA WOMAP Credential (Red or Blue Border)

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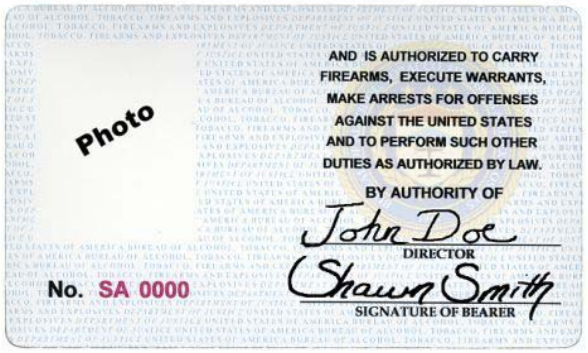
ATTACHMENT 4-6: ALCOHOL, TOBACCO, FIREARMS, AND EXPLOSIVES SAMPLE BADGE AND CREDENTIAL



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ATTACHMENT 4-7: UNITED STATES CONGRESS IDENTIFICATION

United States Senator ID Card

United States House of Representatives ID Card

(May or may not have an expiration date)

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Chapter
5

5. SAFETY REQUIREMENTS

5.1. GENERAL REQUIREMENTS

A. All TSA personnel must perform in a manner that protects their safety and the safety of other TSOs and passengers. TSA personnel who perform screening duties must wear the specified PPE as outlined in Section 5.6. of this SOP.

B. All TSA personnel must be aware of surrounding conditions and any potential hazards such as moving equipment (conveyors, baggage carts, passenger carts), slippery walking or working surfaces, or contact with sharp items in accessible property.

C. All TSA personnel must work in cooperation with TSA management and local airport management to ensure that work areas are kept clean and in an orderly condition so that TSOs are provided safe access to and from work areas. Reasonable efforts must be taken as described below:

1) If not provided for by airport or private contractor, maintain an adequate cleaning schedule to avoid accumulation of dust and debris. TSOs must routinely empty trash receptacles.

2) Clean up routine spilled non-HAZMAT (for example, soda, water, and coffee), rainwater, or ice to ensure walking surfaces are not slippery. Notify local airport management in the event a spill is excessive, or is suspected to be HAZMAT.

3) Notify airport management of any holes in the floor or other walking or working surfaces. Repair or cover to prevent a tripping hazard, until local airport management can permanently fix.

4) Maintain mats and area rugs free of debris and secure to prevent a tripping hazard.

5) Subject to the constraints of the physical location, clear the screening area's aisles and passageways of obstructions, protruding sharp objects or edges, or trip hazards such as electrical cords, excess baggage, equipment and other materials. If such hazards cannot be corrected, provide adequate warning or protection, such as an orange cone, sign, or verbal warning.

D. TSOs must report all unsafe acts or conditions that they observe or discover to the STSO as soon as possible. The TSO reporting the condition or the STSO must complete TSA Form 2400. TSOs must never assume that someone else is reporting or correcting the problem. In addition, TSOs must notify the STSO of any unsafe act or condition that was corrected. Report all non-equipment conditions to local airport management.

E. STSOs and managers must ensure that damaged or deteriorated bins, tables, chairs, and other similar equipment and support items are removed from service immediately and replaced as soon as possible.

F. If at any time during the screening process an animal bites a TSO, the TSO must discontinue the screening process and notify the STSO as soon as possible. The STSO must ensure that:

1) The TSO immediately washes the wound thoroughly with soap and water.

2) The TSO receives medical attention as soon as possible. The TSO should be accompanied to the health care provider in case secondary reactions occur, such as lightheadedness or nausea.

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3) The bite is reported to the local public health authority having jurisdiction over the airport. In many localities, this will be an animal control office of the parish, county, city, or borough where the bite occurred. It may also be a State or local public health official. In some localities, this may be done by reporting through the local police department.

4) The animal is isolated until a public health official has been contacted and has provided further guidance on animal disposition and the treatment and/or monitoring of the bitten TSO.

5) A copy of the animal's health certificate is requested from the owner.

6) Refer to the OSHE Fact Sheet on "Animal Bites Resulting from the Screening of Traveling Pets and Non-LEO Working Animals" (F04-004, September 23, 2004) available on the TSA Intranet site for additional information.

G. TSA screening personnel may bring safety-related concerns and issues to the local Safety Action Team for discussion and resolution or to the OSHE at **TSA-OSHE@dhs.gov**. The OSHE web page is available on the TSA Intranet and provides current safety, health, and environmental information and includes all OSHE policies, directives, bulletins, guides, initiatives, upcoming activities, and resources.

H. Personnel may find safety related information at the following websites:

1) www.osha.gov - The Occupational Safety and Health Administration (OSHA) website provides standards as well as extensive information relating to worker safety and health.

2) www.cdc.gov/niosh - The National Institute for Occupational Safety and Health (NIOSH) also provides safety and health related information.

3) www.hps.org/publicinformation/ate - Radiation safety information may be located at this Health Physics Society website. The website offers an "Ask the Experts" and facts and question page.

5.2. BAGGAGE AND ACCESSIBLE PROPERTY HANDLING AND LIFTING

WARNING

TSOs must be aware of potential injury from needle sticks and punctures, razors, and other unsecured sharp objects when conducting physical inspections of baggage and accessible property. TSOs must use caution when placing or moving hands in and around baggage or accessible property during inspection. Clothing and other items contained in baggage or accessible property must be removed systematically, layer-by-layer to prevent personal injury.

A. TSOs must always begin screening by examining the baggage or accessible property for cutting edges, rough or slippery surfaces, and to determine whether the baggage or accessible property is too heavy or too awkward for one person to handle.

B. Screening personnel must identify ways to minimize the lifting of baggage or accessible property. These may include the use of equipment such as baggage carts, handcarts, or dollies to move and transfer baggage. Techniques such as rolling the bag to the EDS intake conveyor and tilting the bag onto the conveyor belt using the conveyor to lift the bag should be employed. Do not attempt to lift a heavy bag unless the lifting training courses required by TSA have been completed. TSOs must use ergonomic lifting techniques that place minimum stress on the lower back. If the load is too heavy or too awkward and cannot be moved or lifted with material handling equipment, a co-worker or the STSO should assist.

C. Lifting items that are too heavy or too awkward or using improper lifting techniques may cause the TSO to develop hernias (ruptures) and back strains. Hernias are a condition where a portion of the intestine pushes through a muscle wall usually as a result of heavy exertion. Back strains result from over-stretching certain muscles and can be caused by lifting even the lightest of loads. Improper lifting places twice the strain on the back as lifting the same load using the proper techniques.

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D. Back belts and braces are not provided to TSA employees unless requested. The request must be based on a valid medical need and written documentation from the employee's physician. Once the need is validated, FSDs must provide a belt or brace to the requesting employee in accordance with the physician's recommendation.

5.3. EDS AND X-RAY SAFETY

A. The EDS and checkpoint x-ray systems are certified to be in full compliance with the radiation safety requirements and external emissions limits as specified in 21 CFR 1020.40. Since the measured radiation levels from the EDS and checkpoint x-ray systems are well below Food and Drug Administration (FDA) and OSHA limits and the system's x-ray beam is very narrow and directed toward the checked baggage and accessible property, TSOs are not required to wear dosimeters. The x-ray beam intensity generated by an EDS or checkpoint x-ray system is lower than x-ray devices in hospitals and medical clinics. Even though OSHA does not have specific regulations pertaining to pregnant workers, the potential exposure for a TSO during pregnancy is less than half of the Nuclear Regulatory Commission (NRC) published limits and does not require monitoring.

B. TSOs must comply with the following EDS and checkpoint x-ray safety procedures:

1) Never reach behind the lead curtains or place any body part into the EDS or x-ray unit tunnel when the system is in operation.

2) Never lift the leaded curtain to perform an internal inspection when the system is in operation. Leaded curtains must hang flat and cover the entire entrance and exit openings. Do not operate the EDS or checkpoint X-ray if missing, twisted, or displaced flaps are causing gaps in curtain coverage.

3) For stand-alone EDS, remove and stow removable pull or carrying straps in the bag's outside compartment, if possible, prior to EDS screening. If there is no outside compartment, secure the strap to the side of the bag. Stow collapsible handles prior to EDS screening.

4) Never manually push items through the leaded curtains when the system is in operation.

5) Always follow the manufacturer's instructions to remove stuck or jammed items.

6) Use only a solid wooden pole to guide or align items entering the EDS. A metal/plastic pole or pipe is not authorized.

7) Never bypass or tape over EDS access panel interlock switches. Access panels must be shut completely and locked during system operation. If an access panel fails to close securely, do not operate the system.

8) Stand clear of the **EDS** discharge ramp to avoid being struck by the exiting baggage. The TSO must warn passengers to stand clear of the discharge ramp and the exiting baggage.

9) Never sit or rest any part of the body on the conveyor belts or intake/discharge roller beds, ramps baggage handling system conveyors, or baggage carousel systems.

C. TSA screening management must make certain the EDS and checkpoint x-ray system is recalibrated and undergoes a radiation survey to detect leaks by certified maintenance personnel at least annually, anytime the EDS or checkpoint x-ray system is relocated, or when maintenance is performed that requires the removal of the protective shielding.

5.4. SAFE HANDLING OF LIQUID CONTAINER SCREENING (LCS) DEVICE

A. During operation of the FIDO PaxPoint® LCS Device, the metal tip can reach temperatures of 46°C (115°F) and the tip will remain hot for several minutes after the unit is turned off. Prolonged contact with the metal tip can lead to burns. The TSO must not touch the metal tip.

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B. The TSO must use extreme caution when replacing the glass sensing element of the FIDO PaxPoint® LCS Device as it is possible for the sensing element to break. Replacement of the sensing element must be done in accordance with the manufacturer's instructions.

5.5. SAFE HANDLING OF EQUIPMENT AND TOOLS

The FSD must provide TSA personnel with the proper equipment for screening accessible property, individuals, and checked baggage and ensure tools are maintained in a safe and functional condition. In addition, equipment must be properly stored in order to ensure safety, maintain proper working condition, and avoid deterioration.

A. Roller conveyors must be properly maintained to ensure TSOs and passengers are not exposed to pinch points or rough/sharp edges.

B. Damaged or deteriorated bins, tables, chairs, and other similar equipment and support items must be removed from service immediately and replaced as soon as possible.

C. **Each checked baggage screening location must have available the hand tools, keys, and protective safety equipment necessary to open locked checked baggage. The STSO or designated LTSO must inventory this equipment and inspect the items to ensure they are in proper working order. Damaged items must be taken out of service and reported to the TSM for resolution.**

D. **TSOs must handle tools in accordance with the manufacturers recommended guidelines and the provisions of this SOP. TSOs must be trained in the proper use of tools before being cleared to open locked or secured baggage and other checked items.**

E. Sharp tools must not be stored in personal clothing unless all exposed cutting edges are covered. Tools must not be left on walking or working surfaces.

5.6. PERSONAL PROTECTIVE EQUIPMENT AND GLOVES

A. Only TSA-issued or approved alternative gloves may be worn as an outer glove. TSOs may wear personally purchased gloves as a glove liner underneath TSA-issued or approved alternative gloves. These gloves must not compromise the sensitivity and dexterity needed to perform a search. TSOs must inspect their TSA-issued or approved alternative gloves and personally owned gloves regularly for stains, tears, and other signs of damage, and replace them as necessary. Outer gloves must be replaced in accordance with this SOP. TSOs must:

1) Wear gloves during pat-down inspections of individuals.

2) Wear gloves during the forcible opening of checked baggage and physical inspection of passenger property, including ETD operation and physical search of accessible property, or any time a TSO handles an individual's footwear.

3) Use a new pair of gloves whenever an ETD alarms, a TSO conducting LCS handles an open container holding liquids or gels, or an individual requests that they do so.

B. TSOs are not required to wear gloves when they are performing the functions of x-ray, exit lane monitor, or **travel document checking.**

C. TSOs must wear safety glasses, safety goggles, or a face shield when cutting locks on baggage or using other forcible means to open the baggage due to the potential for flying fragments.

SENSITIVE SECURITY INFORMATION

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Chapter 6

6. HAZARDOUS MATERIALS (HAZMAT)

A. The Prohibited Items List contains a number of items that constitute HAZMAT. Individuals carrying HAZMAT on their person, in accessible property, or in checked baggage are also subject to the requirements of the Hazardous Material Regulations (HMR). The HMR provide specific exemptions for some types of HAZMAT allowed onboard aircraft with proper markings, labels, packaging, and notifications. Due to their hazardous nature and regulation under various laws, HAZMAT requires special treatment and handling.

B. Aircraft operators are responsible for preventing the air transportation of HAZMAT that does not meet the requirements of the HMR. The aircraft operator is prohibited from accepting or transporting improperly prepared HAZMAT. The aircraft operator also must report to the FAA when it discovers undeclared HAZMAT after it has accepted a package or baggage containing HAZMAT.

C. The HMR provide exceptions that permit individuals to transport certain personal use items, such as toiletries and medicinal products, as accessible property. TSA has developed a HAZMAT Reference Document (see Attachment 6-1) that lists commonly found HAZMAT, which may fall into one of the exceptions. The HAZMAT Reference Document also summarizes the requirements for meeting the HMR exceptions. STSOs must keep a copy of the HAZMAT Reference Document in an easily accessible place at the screening location.

6.1. GENERAL PROCEDURES FOR HAZMAT

TSOs are responsible for preventing prohibited items that constitute HAZMAT from being carried into the sterile area and onboard aircraft to the extent described in this section.

A. If at any time the TSO suspects that the HAZMAT is an IED, explosive, or IED component, the TSO must notify the STSO who, in turn, must notify a BAO (if available). If the item is not cleared after the BAO completes advanced alarm resolution procedures, the STSO must notify an LEO, the aircraft operator, and TSA management that a threat has been identified.

B. TSOs must be alert for situations concerning HAZMAT that may involve an IED. When unlabeled items that may be potential HAZMAT are found in checked baggage, the STSO must make a determination if the material poses an imminent danger to the aircraft. If the material does not pose an imminent danger to the aircraft, the STSO can clear the item. If the STSO cannot make a determination, the STSO must consult with the aircraft operator, who is ultimately responsible for compliance with the HMR on all HAZMAT issues.

C. If the TSO notices an odor or sees spilled or leaking material that may be a HAZMAT, the TSO must isolate the accessible property and notify the STSO. The STSO must call the FSD or FSD designee and follow the local procedures established for handling such incidents. An odor that may be associated with HAZMAT is one that has a strong noxious quality, such as the odors associated with paint, glue, or turpentine. Certain explosives emit an odor similar to acetone (nail polish remover) and certain poisons emit an odor similar to almonds.

6.2. DISCOVERY OF HAZMAT AT THE SCREENING CHECKPOINT

If a TSO finds an item or material that is or appears to be a HAZMAT and the item does not clearly fall into one of the exceptions listed on the HAZMAT Reference Document, the TSO and STSO must comply with the following procedures:

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A. Do not remove the HAZMAT. Complete the screening of the accessible property if possible.

B. Maintain control of the accessible property containing the unauthorized HAZMAT and call the STSO.

C. The STSO must confirm whether or not the item falls under one of the HMR exceptions.

D. The STSO must advise the individual that the item is not permitted beyond the screening checkpoint and that they have the following options:

1) Abandon the prohibited item and proceed into the sterile area.

2) Leave the screening location and safely secure the item elsewhere (for example, in the passenger's vehicle if that is possible or with the aircraft operator). NOTE: Most HAZMAT may NOT be placed in checked baggage. Check the HAZMAT Reference Document to determine if the item is permitted in checked baggage. The passenger must not be encouraged to dispose of the item improperly in the airport.

E. Separate guidance has been issued to address handling, storage, and disposal of HAZMAT. In addition to the procedures in this SOP, TSA managers must consult with their local HAZMAT Coordinator regarding disposal procedures for voluntarily abandoned property and HAZMAT.

6.3. NOTIFICATION OF HAZMAT AT THE SCREENING CHECKPOINT

A. TSA management must report the following HAZMAT to the FAA:

1) Fireworks (for example, firecrackers, bottle rockets, roman candles)

2) Pepper spray (greater than 4 ounces) and tear gas

3) Strike anywhere matches

4) Compressed gas cylinders (for example, propane, butane)

5) Safety flares or road flares

6) Car/motorcycle batteries

7) Household bleach

8) Liquid fuel (for example, gasoline) and gasoline-powered equipment containing liquid fuel

9) Small arms ammunition (more than 12 rounds)

10) Items with a poison symbol (unless the item is a permitted toiletry item per Attachment 6-1)

11) Flammable gas torches (excluding torch lighters)

B. The above list is for purposes of identifying HAZMAT that must be reported to the FAA and does not in any way impact the types or quantities of HAZMAT prohibited in the sterile area or onboard the aircraft. The above list also does not reflect TSA policy on the types of HAZMAT which constitute prohibited items for which TSA must pursue a TSA enforcement action.

C. FAA reporting for HAZMAT discovered at the screening checkpoint is accomplished through the Performance and Results Information System (PARIS). Upon discovery of an item listed, TSA management must complete a PARIS Incident Report. The incident type is "Dangerous Goods" for all items except for small arms ammunition, for which the incident type is "Actual Deadly or Dangerous." The incident report must be completed in accordance with applicable PARIS directives. Ensure the "Yes" box next to the "FAA Reportable" data element is checked.

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6.4. DISCOVERY OF HAZMAT IN CHECKED BAGGAGE

If a TSO finds an item or material that is or appears to be HAZMAT and the item does not clearly fall into one of the exceptions listed on the HAZMAT Reference Document, the TSO and STSO must comply with the following procedures:

A. Maintain control of the baggage containing the unauthorized hazardous material and call the STSO.

B. The STSO must confirm whether or not the item falls under one of the HMR exceptions.

C. All matches are prohibited in checked baggage. Strike-anywhere matches can be ignited by friction on a solid surface and are prohibited in carry-on or checked baggage. Safety matches are matches that come in a "book" or "box" having a prepared surface for striking the match. TSOs must remove safety matches discovered in a passenger's checked baggage. **TSOs may remove safety matches without first notifying the STSO.** After removing safety matches, the TSO must insert a TSA notice concerning the removal of the matches, and turn the matches over to the passenger, if present.

D. Lighters containing fuel other than properly packaged metal lighters containing gas or liquid fuel are prohibited in checked baggage.

E. Lighters that do not contain fuel are permitted in checked baggage under the HMR. TSOs are not to specifically check lighters for the presence of fuel. If a TSO notices obvious signs that a lighter contains fuel, such as the odor of fuel or the fuel in the lighter is visible, the TSO must notify the STSO who must notify the aircraft operator for resolution with the passenger. The TSO may treat all other lighters as not containing fuel and allow the lighters to remain in checked baggage.

F. If the HAZMAT falls under an exception for checked baggage as listed in the HAZMAT Reference Document, the TSO may proceed with the screening procedures.

6.5. SCREENING OF HAZMAT IN CHECKED BAGGAGE

The TSO and STSO must comply with the following procedures:

A. Do not remove the HAZMAT. Complete the screening of the checked baggage if possible.

B. For an integrated EDS:

1) If the HAZMAT falls under an exception for checked baggage as listed in the HAZMAT Reference Document, the TSO may proceed with the screening procedures.

2) If the HAZMAT does not fall under an exception, complete the screening of the baggage and conduct the following procedures:

a. The TSO must remove the baggage containing the unauthorized HAZMAT from the baggage handling system and call the STSO. Do not reseal the baggage.

b. The STSO must confirm that the item does not fall under one of the exceptions listed in the HAZMAT Reference Document.

c. The STSO must notify the aircraft operator and complete the HAZMAT Discovery Record form.

C. For a stand-alone EDS or a stand-alone ETD: In situations where the passenger checks his or her baggage with the aircraft operator, the aircraft operator tags the checked baggage and submits the baggage for TSA screening. By tagging the bag, the aircraft operator has accepted the baggage for transportation. If unauthorized HAZMAT is then discovered during the security screening process, follow the same procedures outlined in Subsection 6.5.B.

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6.6. HAZMAT REGULATIONS (HMR) EXCEPTIONS

A. There are exceptions in the HMR that permit passengers to bring into the cabin of a passenger aircraft (when meeting 3-1-1 requirements) or transport in checked baggage some personal use items even though they otherwise constitute HAZMAT. Personal use items may include medicinal products, pet care items, and products generally used directly on the body for personal hygiene or grooming. The HAZMAT Reference Document summarizes the requirements for meeting the HMR exceptions.

B. Two metal lighters containing gas or liquid fuel are permitted in checked baggage per passenger, if each lighter is packaged separately in a rigid, vapor-tight, solid plastic box. The box must be marked with the following statement: "Lighter in this packaging conforms to DOT-E "XXXXX" and may be transported in checked baggage by domestic passenger aircraft" ("XXXXX" represents the manufacturer's specific exemption number). The box must be completely closed to ensure a vapor seal.

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ATTACHMENT 6-1: HAZARDOUS MATERIALS REFERENCE DOCUMENT

Hazardous Materials Reference Document TSA Screening Location Reference Sheet Passengers and crew may carry some personal hazardous materials onboard aircraft in conformance with these exceptions			
Hazardous Materials	***Through Screening Checkpoint*** *(See Note 1)*	***In Checked Baggage***	***Aircraft Operator Concurrence*** *(See Note 2)*
Personal Items			
Toiletries Non-radioactive medicinal & toilet articles, including aerosols. Examples: flammable perfume, hairspray, nail polish and remover, rubbing alcohol, cough syrup, etc. Through the screening checkpoint, quantities of liquids, gels, and aerosols are limited to travel size (3.4 oz/100ml). For checked baggage, the quantity of hazmat may not exceed 2 kg (70 oz) or 2 L (68 fl. oz). Capacity of the containers **may not exceed** 0.5 kg (18 oz) or 470 ml (16 fl. oz).	YES	YES	NO
Aerosols, non-toiletry Aerosols in division 2.2 (non-flammable) with no subsidiary risk (for example, toxic) may be carried in checked baggage. These aerosols are included in the above quantity limits.	NO	YES	NO
Self-defense (pepper spray) One self-defense pepper spray not exceeding 118 ml (4 fl. oz) by volume that incorporates a positive means to prevent accidental discharge, may be carried in checked baggage.	NO (See Note 3)	YES	NO
Curling Iron (with flammable gas cartridge) One curling iron. Safety cover must be over heating element. No spare gas (butane) cartridges allowed.	YES	YES	NO
Duty-free vendors No quantity limits apply when the items are being carried through by a Duty Free Vendor representative.	YES	N/A	NO
Smoking Materials			
Lighters Except for torch lighters and micro torches	YES	YES (See Note 5)	NO
Matches, safety (strike on cover, book) Matches for *individual use** are allowed to be carried on one's person—not in checked baggage. **Limit is **1** book of matches according to DOT/PHMSA interpretation*. Strike-anywhere matches are forbidden in both accessible property and checked baggage.	YES	NO	NO
Medical Items			
Carbon dioxide cylinders for operating mechanical limbs Spare carbon dioxide cylinders **may be carried** to ensure an adequate supply for the journey.	YES	YES	NO
Incubators, medical A transport incubator necessary to protect life or an organ preservation unit. See 49 CFR 175.10(a) (14) for full details.	YES	NO	YES
Medicines (non-radioactive) See "toiletries" above.	YES	YES	NO
Mercury thermometer, small One small medical/clinical mercury thermometer for personal use, carried in a protective case. (Note related restriction below "Mercury Barometer/Thermometer")	YES	YES	NO
Oxygen Oxygen used during flight must be provided by the aircraft operator. See 49 CFR 175.10(a) (7) and 175.10(b) for additional requirements. Passengers, oxygen suppliers, and crewmembers may carry oxygen systems/canisters through the screening checkpoint.	YES	NO	YES
Radioactive devices and medicine implanted, ingested, injected Human beings and animals may have implanted devices (heart pacemaker, etc.) containing radioactive materials and may have radiopharmaceuticals that have been ingested or injected into their bodies.	YES	N/A	NO

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Hazardous Materials Reference Document
TSA Screening Location Reference Sheet

Passengers and crew may carry some personal hazardous materials onboard aircraft in conformance with these exceptions

Hazardous Materials	*Through Screening Checkpoint (See Note 1)*	*In Checked Baggage*	*Aircraft Operator Concurrence (See Note 2)*
Wheelchair/mobility aid with non-spillable battery See 49 CFR 175.10(a) (19) for details.	YES	YES	NO
Wheelchair/mobility aid with spillable battery See 49 CFR 175.10(a) (20) for details.	YES	YES	NO
Other Articles			
Alcoholic beverages Alcoholic beverages containing 24% or less alcohol are not restricted **in** checked baggage. Those containing more than 24%, but not more than 70% alcohol in retail packaging are limited to 5 L (1.3 gal.) per person and 5 L (1.3 gal.) per container in checked baggage. Those containing more than 70% alcohol (more than "140 proof") may not be carried onboard passenger-carrying aircraft. Alcoholic beverages containing 70% or less alcohol are limited to travel size containers (3.4 oz/100ml) through the screening checkpoint.	YES (See Note 4)	YES	NO
Ammunition, small arms Small arms ammunition (up to 50-caliber cartridges or 8-gauge shells) for personal use may be carried in checked baggage if securely packed in boxes or packaging specifically designed for carrying ammunition. No loaded firearms permitted in checked baggage.	NO	YES	NO
Carbon dioxide cylinders in a self-inflating life jacket Two carbon dioxide cylinders may be in the life jacket and two spare cylinders may be carried.	YES	YES	YES
Dry ice (carbon dioxide, solid) Packages of dry ice must allow for the release of carbon dioxide gas. See 49 CFR 175.10 for quantity limits (5 lbs. or less). For accessible property and checked baggage, contact the aircraft operator if package is believed to contain greater than 5 lbs. of dry ice.	YES	YES	NO
Heat-producing articles (diving lamps, portable soldering equipment, etc.) These are items that can generate extreme heat and may cause a fire if accidentally activated. The heat-producing component or energy source (battery) must be disconnected to prevent unintentional functioning during transport.	YES	NO	YES
Mercury barometer/thermometer A mercury barometer or thermometer is permitted in accessible property upon verification by a TSA STSO that the individual is a representative of a government weather bureau or similar agency. See 49 CFR 175.10(a) (22) for packaging details. (Note personal use exception above under "Mercury Thermometer, Small.")	YES	NO	YES
Flameless Ration Heater (FRH) A product most commonly found in Meals Ready to Eat (MREs) used to heat up food packages. Each FRH contains a maximum of 8 grams of the active ingredient (magnesium-iron alloy) and has been determined not to be subject to Hazardous Materials Regulations when it is packaged in a tough plastic bag within the MRE. There is no limit on the number of MREs an individual may possess in checked or carry-on baggage; however, the MRE(s) containing the FRH(s) must be unopened (i.e., original factory seal is unbroken).	YES (See Note 6)	YES (See Note 6)	NO

Note 1: This information is based on 49 CFR Parts 171-180 and modified for compliance with the TSA Prohibited/Permitted Items Lists.
Note 2: If a "yes" appears in this column, the item may be permitted through the screening checkpoint only after the individual confirms that he/she has notified and received concurrence from the aircraft operator.
Note 3: The prohibition of self-defense spray through a screening checkpoint applies to all individuals including LEOs flying armed.
Note 4: Aircraft operators and other nations may apply more restrictive requirements than those listed here. TSA is not obligated to enforce those additional restrictions.
Note 5: No more than two rigid, vapor-tight solid plastic boxes each containing no more than one metal lighter containing gas or liquid fuel may be packed in checked baggage per passenger. The plastic box must be completely closed and marked in accordance with current DOT exemptions.
Note 6: FRHs are available for purchase individually (not as part of an MRE). FRHs not contained within an unopened MRE are not permitted in checked or carry-on baggage.

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ATTACHMENT 6-2: HAZARDOUS MATERIALS DISCOVERY RECORD

HAZARDOUS MATERIALS DISCOVERY RECORD *(For use only when a TSO discovers hazardous materials in checked baggage)*	
Airport Name and Airport Identifier	

Date and Time	TSA Employee Name and Badge Number	Passenger's Name and Address	Aircraft Operator Representative Name	Aircraft Operator	Flight #	Hazardous materials (Type & quantity)

Date and Time	TSA Employee Name and Badge Number	Passenger's Name and Address	Aircraft Operator Representative Name	Aircraft Operator	Flight #	Hazardous materials (Type & quantity)

Date and Time	TSA Employee Name and Badge Number	Passenger's Name and Address	Aircraft Operator Representative Name	Aircraft Operator	Flight #	Hazardous materials (Type & quantity)

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Chapter
7

7. OPENING AND CLOSING THE SCREENING LOCATION

A. Screening locations that are not a 24-hour operation need to be opened and closed effectively and efficiently. It is the STSO's responsibility to ensure that the screening location is opened only after all screening equipment is operating properly, the screening location presents an orderly and professional image, and the screening location has all the resources necessary to conduct thorough and efficient screening, including an adequate supply of TSA NOI cards.

B. At the conclusion of screening operations, it is the STSO's responsibility to ensure that all individuals, accessible property, and checked baggage have been cleared, the screening equipment is properly shutdown and secured, the screening location is neat and clean, and all required paperwork is completed.

C. All screening personnel are responsible for ensuring SSI material is properly controlled throughout screening operations to prevent unauthorized access or inadvertent loss.

D. Attachments 7-1, 7-2, 7-3, and 7-4 to this chapter are checklists for opening and closing the Screening Checkpoint and Checked Baggage Screening locations. Some tasks are very specific in nature and need to be accomplished at every screening location, whereas others are general in nature, and may or may not need to be conducted at each screening location. Local screening location configuration, equipment types, and airport terminal design may affect how a screening location or checkpoint is opened or closed.

E. The attached checklists are provided as a guide. The FSD may modify the checklists, as necessary, to add specific tasks that are not listed.

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ATTACHMENT 7-1: OPENING THE SCREENING CHECKPOINT

Prior to opening a TSA Screening Checkpoint, all of the following tasks must be accomplished.

TASKS:	YES	NO	N/A
1. Screening checkpoint inspected for suspicious items and other items that do not belong. The entire sterile area searched and resterilized if left open to the general public when the screening checkpoint was closed.			
2. Screening checkpoint presents a neat, orderly, and professional appearance. Ensure all consumables are on-hand or ordered and all inventoried items are accounted for.			
3. All x-ray equipment successfully tested using x-ray system operational testing and results recorded into the appropriate logbook. TSA management informed of any x-ray machine not performing to proper standards.			
4. All WTMDs successfully passed the daily operational test and results recorded into the appropriate logbook.			
5. All WTMDs that did not pass the daily operational test taken out of service.			
6. All ETPs successfully passed the daily calibration/verification test and results recorded into the appropriate logbook.			
7. All ETPs that did not pass the daily calibration/verification test taken out of service.			
8. All ETDs current on scheduled maintenance, and successfully passed calibration and verification tests and results recorded into the appropriate logbook.			
9. TSA management and/or maintenance personnel notified of any security hardware equipment that could not be calibrated and/or is overdue for scheduled maintenance and/or radiation leak tests.			
10. All HHMDs tested and results recorded into the appropriate logbook. Batteries refreshed as necessary.			
11. All LCS equipment tested and results recorded into the appropriate logbook.			
12. Communications equipment tested and functioning properly.			
13. Required signs at the entrance to the screening checkpoint clearly displayed.			
14. This SOP, the Screening Checkpoint SOP and other information is available, current and secured.			
15. All logbooks used to open the screening checkpoint secured in appropriate cabinets or drawers.			
16. Ensure an adequate staffing level is available and in position. Immediately inform TSA management if a staffing shortage exists.			
ADDITIONAL TASKS (fill in as locally deemed necessary):	**YES**	**NO**	**N/A**
17.			
18.			

STSO Signature: ______________________________ Date: _____________ Time: ___________

Note: Additional tasks may need to be accomplished based on local needs. This checklist may be amended to accommodate local requirements.

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ATTACHMENT 7-2: CLOSING THE SCREENING CHECKPOINT

Prior to closing a TSA Screening Checkpoint, some or all of the following tasks must be accomplished, depending on configuration, facilities, and equipment.

TASKS:	YES	NO	N/A
1. Applicable equipment logged out and/or turned off per manufacturer's procedures and any associated keys securely stored in the designated location.			
2. All screening documents and logbooks (for example, SOPs, ETD logbooks) secured and properly stored in the designated location.			
3. All objects used to test and calibrate equipment (for example, OTP, step-wedge) and equipment supplies (for example, ETD sample media), HHMDs, LCS equipment, and handheld communications devices securely stored in the designated locations.			
4. Incident reports and/or other day/shift paperwork completed and delivered to TSA management or placed in the designated locations.			
5. TSA management or the locally designated representative advised of any screening equipment in need of any unscheduled maintenance or servicing.			
6. The appropriate number of guards positioned to prevent unauthorized access to the screening checkpoint and sterile area.			
7. Airport operator, aircraft operator, and/or LEO organizations notified that the screening checkpoint has closed (only if locally deemed necessary).			
8. Any gates or doors that secure the screening checkpoint and sterile area from unauthorized access secured. Keys to the gates or doors securely stored in the designated location.			
ADDITIONAL TASKS (fill in as locally deemed necessary):	**YES**	**NO**	**N/A**
9.			
10.			

STSO Signature: ____________________________ Date: ____________ Time: ____________

Note: Additional tasks may need to be accomplished based on local needs. This checklist may be amended to accommodate local requirements.

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ATTACHMENT 7-3: OPENING THE CHECKED BAGGAGE SCREENING LOCATION

Prior to opening a TSA checked baggage screening location, all of the following tasks must be accomplished.

TASKS:	YES	NO	N/A
1. Screening location inspected for suspicious items and other items that do not belong.			
2. Screening location presents a neat, orderly, and professional appearance. Ensure all consumables are on-hand or ordered and all inventoried items are accounted for.			
3. ETDs have successfully undergone calibration and verification and results are recorded in the appropriate logbook.			
4. ETDs are current on all scheduled maintenance.			
5. TSA management and/or maintenance personnel have been notified of any ETD that could not be calibrated and/or is overdue for scheduled maintenance and/or radiation leak tests.			
6. Adequate ETD supplies are available.			
7. EDSs have successfully undergone calibration and testing and results are recorded in the appropriate logbook.			
8. EDS pre-operational safety checks have been successfully completed.			
9. EDSs are current on all scheduled maintenance and annual radiation surveys.			
10. TSA management and maintenance personnel have been notified of any EDS that could not be calibrated.			
11. Communications equipment has been tested and is functioning properly.			
12. Required signs at the entrance to the screening location are clearly displayed.			
13. This SOP, the Checked Baggage SOP and other required documents are available, current, and secured.			
14. All logbooks used to open the screening location and any manufacturers' operational manuals are secured in appropriate cabinets or drawers.			
15. TSA branded supplies, NOI cards, and Notice of HAZMAT Removal cards utilized in the screening process are properly secured. Notify TSA Management immediately of any suspected loss or theft of SSI or TSA NOI cards.			
16. Master key set is not available to passengers and is properly secured when not in use.			
ADDITIONAL TASKS (fill in as locally deemed necessary):	**YES**	**NO**	**N/A**
17.			

STSO Signature: ______________________________ Date: ____________ Time: ____________

Note: Additional tasks may need to be accomplished based on local needs. This checklist may be amended to accommodate local requirements.

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ATTACHMENT 7-4: CLOSING THE CHECKED BAGGAGE SCREENING LOCATION

Prior to closing a TSA Checked Baggage screening location, all of the following tasks must be accomplished.

TASKS:	YES	NO	N/A
1. Screening location inspected for remaining passenger checked baggage.			
2. Screening location presents a neat, orderly, and professional appearance.			
3. ETDs have been shutdown as required and secured.			
4. EDSs have been shutdown as required and secured.			
5. Communications equipment has been secured.			
6. This SOP and other required documents are properly stored and secured.			
7. All logbooks and manufacturers' operational manuals are secured in appropriate cabinets or drawers or returned to the screening manager's office.			
8. TSA branded supplies, NOI cards, and Notice of HAZMAT Removal cards utilized in the screening process are properly secured. Notify TSA Management immediately of any suspected loss or theft of SSI or TSA NOI cards.			
9. Master key set is stored and properly secured.			
10. TSA management has been notified of any problems and that the screening location is closed.			
ADDITIONAL TASKS (fill in as locally deemed necessary):	**YES**	**NO**	**N/A**
11.			
12.			

STSO Signature: ______________________________ Date: ____________ Time: ____________

Note: Additional tasks may need to be accomplished based on local needs. This checklist may be amended to accommodate local requirements.

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APPENDIX 1: EMERGENCY EVACUATION SCREENING

The procedures described in this Appendix are to be implemented at those airports that have been authorized by the TSA Assistant Secretary to conduct modified passenger screening in support of evacuation operations. TSA HQ will notify FSDs at affected airports regarding authorized start dates and durations for implementation (referred to in this Appendix as the "emergency period") for performance of these modified screening procedures. Once authority has been granted by TSA HQ, FSDs are authorized to implement any, all, or none of the procedures outlined below as they deem necessary to facilitate evacuation operations. When determining what procedures to apply, FSDs should be aware that TSA may have relieved air carriers of their responsibilities to pre-screen passengers and/or perform identification checks. All liquid, gel, and/or aerosol limitations (3-1-1) are rescinded during the timeframe of the evacuation emergency.

Due to the volatility of an emergency or natural disaster situation, circumstances may preclude approval by or coordination with the Administrator or Assistant Administrator for Security Operations. In these extreme cases, the FSD for the impacted area is authorized to invoke the alternate procedures described below without prior notification from TSA HQ. The FSD must judiciously apply screening procedures to provide adequate security for the airport, aircraft, air crew, and passengers.

FSDs must ensure that the modified procedures they select for implementation from the list below are precisely communicated to their screening workforce. Whenever possible, FSDs should provide TSOs with written procedures and guidance that describes the alternative procedures to be followed. Except for the emergency procedures selected, STSOs, LTSOs, and TSOs must follow all other procedures specified in the Screening Checkpoint SOP for the screening of individuals and their accessible property.

1A-1. SCREENING EQUIPMENT AVAILABILITY AND USE

The Screening Checkpoint SOP assumes full availability and employment of all standard TSA screening equipment. However, under emergency conditions, FSDs may experience equipment degradation, malfunction, or non-availability. Additionally, circumstances may warrant modification of certain equipment systems and capabilities in order to expedite the screening process during the emergency period.

A. FSDs must apply the following general screening approaches in the priority indicated, in the absence of full operability and/or availability of screening equipment:

1) Screening of individuals:

a. WTMD Limitations or Non-availability: Conduct screening of individuals using an **HHMD SEARCH** with a **LIMITED BODY PAT-DOWN** to resolve alarms.

b. HHMD Limitations or Non-availability: Conduct **FULL BODY PAT-DOWNS**. FSDs are authorized to substitute **BULK ITEM PAT-DOWNS** for **FULL BODY PAT-DOWNS** during the emergency period.

2) Screening of accessible property:

a. X-ray Equipment Limitations or Non-availability: For containers holding accessible property, conduct only an **INTERIOR PERIMETER ETD SEARCH** using standard ETD alarm resolution procedures. Conduct **physical inspection** of all other items.

b. Combined x-ray and ETD Equipment Limitations or Non-availability: For containers holding accessible property, conduct **PHYSICAL SEARCHES** as modified below. Conduct **physical inspection** of all other items.

B. FSDs are authorized to modify screening equipment use as follows:

1) Reduced or discontinued use of ETP equipment. During the emergency period, FSDs may implement local guidelines regarding which individuals will be subject to ETP screening if reduced usage is preferred. When used, standard ETP screening procedures in Chapter 2 of the Screening Checkpoint SOP must be followed.

2) Disable x-ray TIP systems during the emergency period.

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C. During the emergency period, FSDs may establish additional screening locations outside of normal checkpoint operations in order to screen individuals and their accessible property. Additional screening locations may still be established when screening equipment is limited or unavailable (follow the general screening approaches described above in reduced equipment scenarios). In conjunction with airport operators, FSDs must ensure that sterile areas are established and maintained to support any additional screening locations created.

1A-2. SCREENING OPTIONS FOR INDIVIDUALS

A. Based on screening equipment availability, the FSD may authorize the concurrent use of any of the following protocols to screen an individual at each screening location:

1) Standard (non-emergency) WTMD-HHMD-Visual Inspection screening and alarm resolution procedures

2) HHMD and Visual Inspection screening with limited pat-down for alarm resolution

3) **FULL BODY PAT-DOWN**

4) **BULK ITEM PAT-DOWN**

B. The FSD may authorize the following modifications for the screening of Persons With Disabilities:

1) ETD searches are not required for:

a. Wheelchair and scooter cushions

b. Footwear of disabled individuals that cannot be removed

c. Prosthetic devices, casts, or support braces

d. Orthopedic shoes

2) The screening of dressings is not required

1A-3. SCREENING OPTIONS FOR ACCESSIBLE PROPERTY

A. Based on screening equipment availability, the FSD may authorize the concurrent use of any of the following protocols to screen an individual's accessible property at each screening location:

1) Standard (non-emergency) x-ray-ETD-Physical Inspection screening and alarm resolution procedures

2) **INTERIOR PERIMETER ETD SEARCH** for bags and containers and physical inspection procedures for all other items

3) **PHYSICAL SEARCHES** for bags and containers (as modified below) and **physical inspection** procedures for all other items

B. The FSD may authorize the modification of the **PHYSICAL SEARCH** as follows:

1) Conduct a physical search of no less than half of a bag's exterior and interior compartments.

2) Pat-down the remaining compartments, feeling for solid objects. If the TSO believes any of the remaining compartments contain a solid object, physically search those compartments.

1A-4. SPECIALIZED SCREENING WAIVERS

The FSD may authorize that the following screening protocols be discontinued during the emergency period:

A. Selectee Screening. TSOs need not check the boarding pass of individuals to determine if he or she has been designated as a selectee.

B. Unpredictable Screening. TSOs may stop USP operations during the emergency period.

C. Private Screening. TSOs may modify private screening requirements as follows:

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1) TSOs are required to offer private screening only when a pat-down of sensitive areas of the body is necessary.

2) A TSA-coordinated witness is not required.

3) STSOs may deny requests for private screening of property.

1A-5. SCREENING OF ANIMALS

If authorized by the FSD, TSOs may screen animals with a visual inspection only.

1A-6. PROHIBITED ITEMS

During the emergency period, the FSD is authorized to modify the Screening Checkpoint Prohibited Items List by deleting the entries in "Club-like items" and "Tools".

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APPENDIX 2: TRAVEL DOCUMENT AND ID CHECKS

Per Operations Directive 400-50-1-8, Travel Document Checker Implementation Procedures, FSDs shall assume the travel document and ID checking function normally performed by the aircraft operator or private companies under contract to the aircraft operator. This function is referred to as Travel Document Checker (TDC) duties. In this Appendix, the term "travel document" refers to the various forms of authorizations to enter the sterile area through the passenger screening checkpoint including tickets, ticket confirmations, standby passenger authorizations, priority verification cards, boarding passes, gate passes, employee ID cards, and other similar documents.

Upon completion of TSA headquarters-provided training and any required local training, TSOs, other TSA personnel, or resources assigned to TSA and approved by the FSD may conduct checks of travel documents and verification of IDs for individuals desiring access to the screening checkpoint. Documentation and ID checks for all individuals seeking a screening exemption or specialized screening as provided for in Chapter 4 of this SOP must continue to be conducted by the STSO or designated TSA representative.

2A-1. TRAINING REQUIREMENTS

TSA personnel performing the travel document checking function must complete training on identification of aircraft operator tickets, ticket confirmations, and boarding passes; other aircraft operator authorizations (for example, standby tickets, jumpseat passes, and escort passes); aircraft operator ID badges; airport-specific ID badges; and methods for verifying forms of identification. Additionally, TSA personnel must complete training on the categories of individuals authorized access to the sterile area (see Section 1.9.1. of the Screening Checkpoint SOP), the procedural elements contained in this Appendix, and any local supplemental procedures developed for airport-specific requirements as called for in this Appendix. With the exception of airport-specific requirements, this training is provided through three courses available via the OLC: Fraudulent Documents Training, Travel Document Checker Training, and TSA Watch. Upon completion of this training, TSA personnel are authorized to perform TDC duties. As directed by TSA HQ, TDC training requirements may be expanded to accommodate new procedures and equipment.

2A-2. TRAVEL DOCUMENT CHECKING PROCEDURES

When assigned, travel document checker duties become the TDC's primary responsibility. Depending on passenger flow requirements, the TDC may also assist with other screening duties for which the TDC has been properly trained, as described below. However, TDCs must not allow other such duties to distract them from their primary responsibility of checking travel documents and IDs.

A. Positioning and Preparation

1) The STSO must ensure that the TDC fully understands which lanes at a particular screening checkpoint are configured for selectee screening and which lanes are not (see Section 4.3.13. for a description of selectee lane configurations). The STSO must immediately notify the TDC whenever a change is made to selectee lane configurations at a screening checkpoint.

2) At Category III and IV airports, TDCs must assume a position in close proximity to the WTMD access point (at Category III and IV airports, the WTMD or X-ray operator may also be assigned simultaneous TDC duties). At all other airports, TDCs must assume pre-determined positions as directed by TSA Management.

3) Except where assigned multiple screening functions at Category III and IV airports, the TDC may not leave nor otherwise be pulled away from his/her assigned position to perform other screening duties unless so directed by the STSO. If the TDC must vacate his/her position, the STSO must ensure that a replacement (another trained TSA employee or an aircraft operator representative) is in place prior to relieving the original TDC. Positioning of TDCs at all Categories of airports must ensure that no individuals are able to circumvent the travel document checking area or enter the screening checkpoint without having his/her travel document and ID checked.

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B. Advisements and Assessments

1) If passenger flow permits, the TDC may assist with divesting advisements to include: prohibitions regarding liquids, gels, and aerosols; removal of footwear and outer coats/jackets; and separation of electronic equipment from its carrying case in accordance with Screening Checkpoint SOP, Section 2.1.B.5.f.

2) When positioned in close proximity to the end of the screening checkpoint divesting tables, the TDC may assist in the queuing of accessible property into the x-ray system if passenger flow permits.

C. Travel Document and ID Checking Procedures

1) Authorization to access the sterile area is limited to those categories of individuals listed in Section 1.9.1 of the Screening Checkpoint SOP. For each authorized individual seeking access to the screening checkpoint, the TDC must ask to see the individual's travel document and, if the passenger appears to be 18 years of age or older, a valid form of ID.

a. Check the travel document for valid information, for example, departing flight number, correct date, and selectee marking.

b. If the TDC determines that the individual appears to be 18 years of age or older, check the individual's ID for the following:

i. The ID is either a photo ID issued by a Government authority, an airport issued SIDA or sterile area airport ID card, or aircraft operator issued RAMP or CREW ID. The TDC must verify the photo on the ID is a true representation of the person presenting the ID. If a passenger does not have a photo ID, the TDC may accept two other forms of ID, at least one of which must be issued by a Government authority. See Subsection 4.2.1.B. of this SOP for a description of these ID types. An expired ID is not valid for the purposes of this check.

ii. The name on the ID substantially matches the name on the travel document. Initials, common nicknames, or abbreviated names (for example, Beth for Elizabeth, Chuck for Charles) should not preclude acceptance. If the name on the travel document does not substantially match the name on the photo ID, designate and process the individual as a selectee.

iii. The ID shows no signs of tampering.

iv. If the individual's photo ID is a passport issued by the Government of Cuba, Iran, North Korea, Libya, Syria, Sudan, Afghanistan, Lebanon, Somalia, Iraq, Yemen, or Algeria, refer the individual for selectee screening unless the individual has been exempted from selectee screening by the FSD or aircraft operator.

v. At screening checkpoints equipped with ultraviolet lights and magnifying loupes, expose the ID to an ultraviolet light (black light) source.

1. If the correct Federal, State, or local government, airport, or aircraft operator ultraviolet security feature is present, the ID is clear.

2. If the ID does not contain ultraviolet security features, or the TDC is unfamiliar with the ID's ultraviolet security features, or the ID fluoresces when exposed, use a magnifying loupe to determine if correct micro printing security features are present. If the correct Federal, State, or local government, airport, or aircraft operator micro printing security features are present, the ID is clear.

3. If the ID does not contain micro printing security features or the TDC is unfamiliar with the ID's micro printing security features, use a magnifying loupe to inspect the ID for signs of tampering and the presence of inkjet dots throughout the ID to include the photograph. If the ID is free of inkjet dots and signs of tampering, the ID is clear.

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4. If the ID lacks the required Federal, State, or local government, airport, or aircraft operator ultraviolet or micro printing security features, contains inkjet dots, or appears to be tampered with, the ID is suspect.

c. If the TDC believes that the ID is fraudulent or shows signs of tampering, he/she must notify an STSO/LTSO who must confirm the assessment. The STSO/LTSO must request to see additional forms of identification if an ID appears to be fraudulent or tampered with. If the individual's identification documents remain suspect, the STSO must notify an LEO for resolution.

i. At screening checkpoints where the TDC and STSO are not in close proximity, FSDs may establish a local travel document marking system that allows the TDC to alert the STSO via TSOs at the screening checkpoint that a confirming ID check is required.

ii. Screening of the individual may proceed while waiting for an LEO response. If an LEO fails to respond within established airport timeframes, the STSO must process the individual as a selectee. If the individual clears selectee screening, do not attempt to detain or delay the individual from entering the sterile area for the purpose of obtaining LEO ID clearance.

2) Any passenger without an approved travel document or other aircraft operator authorization must be directed back to an aircraft operator representative. For individuals who do not have a travel document, but are otherwise authorized access to the sterile area as provided for in Section 1.9.1. of the Screening Checkpoint SOP, complete only the required ID checks as specified above.

3) Individuals who appear to be 18 years of age or older with a valid travel document, but without an ID, or in possession of an invalid ID, must be designated and screened as a selectee.

4) Except at Category III and IV airports where the TDC is in close proximity to the screening checkpoint, the TDC must initial the individual's travel document indicating the acceptability of travel documents and IDs presented.

5) If the individual presents travel documents and/or IDs that satisfy the requirements of this Appendix, allow the individual to enter the screening checkpoint queue.

D. Selectee Processing

1) At screening checkpoints configured for limited-integrated or dedicated selectee screening, direct selectees to an appropriate selectee screening lane.

a. TDCs should attempt to balance passenger flow among available selectee screening lanes.

b. Depending on available resources, the STSO may allocate other TSA personnel to assist in directing selectee lane assignments. (Note: The STSO must ensure that all TSA personnel allocated to assist the TDC in selectee lane assignments thoroughly understand the selectee lane configuration at the screening checkpoint.)

2) At Category III and IV airports where the TDC is in close proximity to the screening checkpoint, inform the passenger they have been selected for additional screening.

a. Communicate the individual's selectee status to an available HHMD TSO and transfer the selectee's travel document to him/her. The HHMD TSO must follow standard selectee screening procedures as provided for in Section 2.10. of the Screening Checkpoint SOP.

b. Notify the WTMD TSO. The WTMD operator is not required to check boarding passes when a TDC is in place in front of the screening checkpoint.

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E. Special Situations – TDCs may be faced with a variety of special situations outside of the scope of normal checkpoint screening operations, to include the following:

1) Late arriving passengers who request to move to the front of the screening queue. Unless agreements with aircraft operators are in place that allow for this practice, TDCs must not move passengers to the front of the queue.

2) Many smaller airports with multiple flights departing within 30-60 minutes of each other may experience queue lines containing passengers for a mixture of flights. FSDs should enter into an agreement with airport officials and aircraft operator representatives on procedures for addressing prioritized access to the screening checkpoint under these circumstances.

3) Passengers denied travel documents by the aircraft operator when they attempt to check in within the 30 minute window. Refer these individuals back to the aircraft operator.

4) Individuals who wish to voluntarily relinquish prohibited items prior to entering the screening checkpoint. Advise the individual that TDCs cannot accept prohibited items and that the individual should dispose of the item(s) before entering the screening checkpoint (to include disposal in designated amnesty bins).

5) Unruly passengers. The TDC should attempt to resolve these behaviors using good customer service techniques. If the individual does not heed the TDC's direction, the TDC must notify the STSO/LTSO for resolution.

6) Individuals who exhibit suspicious behaviors/appearances during the TDC engagement. If the TDC believes the individual is exhibiting such behaviors/appearances, notify the STSO directly, or where proximity to an STSO prevents direct notification, through a local travel document marking system as described in Section 2A-2.C.1.c.i.

2A-3. ALTERNATIVE TRAVEL DOCUMENT CHECKING PROCEDURES

During peak travel periods, the FSD or his/her designee may authorize alternative travel document checking procedures at screening checkpoints equipped with ultraviolet lights and magnifying loupes.

A. The use of black lights/loupes may be reduced from 100% of individuals processing through the screening checkpoint to no less than 25%.

B. This alternative procedure must not be used for more than 30 minutes at a time and may be used no more than three times during an 8 hour shift, unless authorized by the FSD due to exigent circumstances.

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APPENDIX 3: AMBER ALERT RESPONSE

The AMBER ALERT system is a communication process used by law enforcement and others to provide rapid, widespread notification that a child has been abducted or is missing under suspicious conditions. The AMBER ALERT system provides the child's name, age, physical description, recent photograph (if available), and the location where the child was last seen. The AMBER ALERT may also contain information related to any suspect(s), for example, name, age, physical description, photograph (if available), vehicle description, license plate number, and any suspected routes of travel or destination. TSA participates in the AMBER ALERT Program by disseminating alert information from the National Center for Missing and Exploited Children (NCMEC) to transportation nodes where TSA maintains a presence in order to contribute to the surveillance effort. To the extent feasible, TSA will also participate in information distribution to the traveling public.

3A-1. TSOC AMBER ALERT DISTRIBUTION PROCEDURES

AMBER ALERT notifications are disseminated to TSA via two independent channels: FAMS notification and TSOC alerts. The FAMS notification system ensures that FAMs receive AMBER ALERT information on the flights they serve. Procedures for disseminating AMBER ALERT information within the FAMS are not included in this Appendix.

The TSOC serves as the entry point for AMBER ALERT notifications and is responsible for disseminating alert notifications to the FSD staff at selected airports.

A. AMBER ALERTS are issued via automatic Rich Site Summary (RSS) feeds from the NCMEC to the TSOC. The words "AMBER ALERT" will always appear in the banner of the RSS feed.

B. The TSOC CDO will take the following actions upon receipt of an AMBER ALERT:

1) Determine which airports in the area surrounding the abduction location could be used as a departure location during the next 72 hours.

2) Disseminate the AMBER ALERT notification and all accompanying information via email to:

a. The FSD responsible for the airports selected.

b. The senior TSA employee physically located at the airports selected (if provided separately by the FSD).

c. The Area Director responsible for the airports selected.

d. The Assistant Administrator for Law Enforcement

C. The TSOC CDO will monitor the AMBER ALERT event for updates to last known locations for abductees and/or suspects and will follow the information dissemination procedures above when updates are received.

D. When an AMBER ALERT event is terminated by the NCMEC, the TSOC CDO will notify the FSD at each airport previously contacted. The TSOC Director may elect to unilaterally terminate TSA response activities if, in his or her judgment, the time elapsed from alert initiation precludes effective continued TSA participation.

3A-2. FSD RESPONSIBILTIES

FSDs must coordinate AMBER ALERT response activities with airport management, aircraft operator and air carrier representatives, airport security and/or law enforcement agencies, and other airport stakeholders as required. As part of response planning, and to the extent that existing resources are available, FSDs should include measures for notifying airport patrons regarding the AMBER ALERT event to include airport announcements, signage, and electronic displays. Where feasible, FSDs are also encouraged to develop an automated email forwarding protocol that immediately extends the initial notification of an AMBER ALERT event to other TSA and airport stakeholders.

A. Upon receipt of an AMBER ALERT, FSDs (or the senior TSA employee at a selected airport) must take the following actions:

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1) Ensure that AMBER ALERT abductee and suspect description information, to include photographs if available, is disseminated to STSOs at each operational screening checkpoint.

2) Disseminate AMBER ALERT information to other TSA management personnel at the FSD's affected airport(s) as required.

3) Execute pre-planned AMBER ALERT response activities in concert with other airport stakeholders.

B. As AMBER ALERT information is updated, FSDs must ensure that the updated information is disseminated to his or her staff to include STSOs at operational screening checkpoints.

C. When the FSD receives notification that an AMBER ALERT has been terminated, he or she must ensure that all other airport TSA personnel involved in the AMBER ALERT response are notified of the termination.

3A-3. STSO RESPONSIBILITIES

Upon receipt of AMBER ALERT information from TSA management, STSOs must take the following actions:

A. Incorporate AMBER ALERT information (descriptions, photographs) into the required daily briefing for TSOs until the AMBER ALERT event is terminated.

B. Post AMBER ALERT information in the screening checkpoint logbook. Remove the information upon AMBER ALERT termination.

C. Encourage TSOs to be alert for individuals meeting the description of the abductee or suspect to the extent that it does not interfere with primary screening duties.

D. Maintain AMBER ALERT signage at the screening checkpoint if directed by local TSA management.

E. Contact an LEO immediately if the STSO, LTSO, or a TSO believes he or she has observed a person that fits the description of the abductee or suspect.

1) If an LEO is not available to immediately address the situation (for example, the LEO is off-site), the senior TSA employee who is on-site must immediately be contacted.

2) The senior TSA employee must immediately notify an aircraft operator representative if, in the senior TSA employee's opinion, a flight departure delay could assist law enforcement in pursuing a suspect and/or victim.

3A-4. TSA EMPLOYEE RESPONSIBILITIES

A. When a TSA employee observes someone whom they believe to be the abducted or missing child, the TSA employee must notify his or her supervisor immediately and an LEO, if available.

1) Attempt to keep the child and/or suspect in view until an LEO can intercede and determine if the child and/or suspect is in fact the target of the AMBER ALERT. TSA employees may not detain or restrain a suspect under these circumstances.

2) If surveillance of the child and/or suspect is interrupted before law enforcement has arrived on the scene (for example, the subject leaves the screening checkpoint area, terminal, or airport and enters a vehicle or bus at the airport), document as much information as possible.

a. Useful information includes: license plate number on the vehicle, description of the vehicle, direction of travel, time observed, description of what the child and/or suspect was wearing, etc. Pass this information on to a law enforcement official when they arrive.

b. TSOs must not leave the screening checkpoint area in an effort to pursue or gather information regarding the presumed abductee and/or suspect unless directed to do so by the STSO.

3) As soon as possible after the incident is concluded, the TSA employee's supervisor must notify the FSD or senior TSA employee who in turn must ensure completion of a PARIS entry within 24 hours. Provide this report regardless of law enforcement disposition of the sighting.

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B. If a child alerts a TSA employee in any manner seeking help because they indicate that they are being kidnapped or otherwise held against their will by the adult they are with, the TSA employee must notify his or her supervisor immediately and an LEO, if available.

1) Maintain surveillance of the child. TSOs must not leave the screening checkpoint area without the consent of the STSO.

2) If an LEO is not immediately available and contact is about to be lost with the child who has specifically requested help, TSA employees may take reasonable action to ensure the safety of the child until law enforcement arrives.

3) As soon as practicable, the TSA Supervisor or STSO must notify the FSD or senior TSA employee. The FSD or senior TSA employee must ensure that the following actions are completed:

a. The TSOC and Area Director are notified.

b. A PARIS Incident Report is completed within 24 hours.

C. When the AMBER ALERT system is activated and TSA personnel contribute to the recovery of an abducted child, the FSD must ensure that the following actions are completed:

1) The TSOC and Area Director are notified.

2) A PARIS Incident Report is completed within 24 hours.

3) Coordinate with TSA Public Affairs regarding media exposure.

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APPENDIX 4: PROHIBITED/PERMITTED ITEMS LIST

Prohibited/Permitted Items List
TSA Screening Location Reference Sheet

This reference document primarily addresses the items prohibited/permitted in Checked Baggage and at the Checkpoint. This list is not all-inclusive and there may be other items that may be dangerous and must not be transported. The STSO and TSA management have discretion to prohibit additional items not on the list.

For items marked with an asterisk (*), the TSO must notify an STSO, who will notify a BAO, if available, for explosives, and notify an LEO for all other items and in instances when a BAO is not available.

Item Category	*Screening Checkpoint*	*Checked Baggage*	*Note:*
Explosives			
Ammunition* Small arms ammunition (up to 50-caliber cartridges or 8-gauge shells) for personal use may be carried in checked baggage if securely packed in boxes or packaging specifically designed for carrying ammunition. No loaded firearms permitted in checked baggage.	✗	✓	*Notify BAO/LEO if discovered at Checkpoint*
Blasting Caps, Dynamite, Gunpowder, Hand Grenades, Plastic Explosives, Realistic Replicas of Explosives*	✗	✗	*Notify BAO/LEO*
Fireworks*	✗	✗	*Notify BAO/LEO if discovered at Checkpoint*
Flares in any form	✗	✗	
Guns and Firearms			
Declared Firearms or parts of guns and firearms* If one of the parts is the frame, receiver, muffler, or silencer, the gun or firearm must be declared.	✗	✓	*Notify LEO if discovered at Checkpoint*
BB guns (unloaded), **Pellet Guns, Realistic Replicas of Firearms, Spear Guns** (unloaded and uncocked), **Starter Pistols** (declared and unloaded), **Flare Pistols** (unloaded and within hazardous materials regulations)*	✗	✓	*Notify LEO if discovered at Checkpoint*
Compressed Air Guns	✗	✓	
Gun Lighters*	✗	✗	*Notify LEO if discovered at Checkpoint*
Stun Guns, Cattle Prods, Shocking Devices* (turned off)	✗	✓	*Notify LEO if discovered at Checkpoint*
Club-like Items			
Baseball bats, Cricket Bats, Golf Clubs, Hockey Sticks, Lacrosse Sticks, Pool Cues, Ski Poles	✗	✓	
Billy Clubs, Blackjacks, Brass Knuckles, Martial Arts Weapons (including numchucks and kubatons), **Night Sticks***	✗	✓	*Notify LEO if discovered at Checkpoint*

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Item Category	Screening Checkpoint	Checked Baggage	Note:
Sharp Objects			
Axes and Hatchets, Ice Axes/Ice Picks, Meat Cleavers	✗	✓	
Knives of any length (except rounded-blade butter and plastic cutlery)	✗	✓	
Razor-Type Blades (such as box cutters, utility knives, and razor blades not in a cartridge, but excluding safety razors)	✗	✓	
Scissors (metal with pointed tips and a blade length greater than four inches as measured from the fulcrum)	✗	✓	
Bows and Arrows, Sabers, Swords, Throwing Stars*	✗	✓	*Notify LEO if discovered at Checkpoint*
Incendiaries			
Aerosols Any except for personal care or toiletries in limited quantities.	✗	✗	
Fuels (including cooking fuels and any flammable liquid fuel), **Gasoline, Lighter Fluid**	✗	✗	
Turpentine, Paint Thinner, Realistic Replicas of Incendiaries	✗	✗	
Gas Torches: Including micro-torches and torch lighters containing fuel	✗	✗	
Lighters: Containing fuel other than properly packaged metal lighters containing gas or liquid fuel (Checked Baggage) or lighters substantially in excess of DOT allowances (Checkpoint)	✗	✗	*TSA is no longer enforcing the ban on personal use lighters*
Matches: strike-anywhere	✗	✗	
Matches: Safety (maximum of one book)	✓	✗	*TSA is no longer enforcing the one book of safety matches limit*

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TSA Screening Location Reference Sheet

Item Category	Screening Checkpoint	Checked Baggage	Note:
Liquids, Gels and/or Aerosols			
Liquids, Gels, and/or Aerosols • In travel size containers (3.4oz or 100ml) that have been removed from other carry-on property and fit comfortably into one closed/sealed one quart (liter) clear plastic bag. • Presented as medical exemptions • Presented as infant/child exemptions (i.e. water, juice, food) • Breast milk (with or without infant or small child traveling) • Gels or frozen liquids required to cool medical and infant/child exemptions • Common size facial cosmetic and medicinal products in a tube (for example, mascara, lip gloss, and lip balm) • Airport Vendor supplies • Airport Employee cleaning supplies • Empty containers	✓	N/A	
Liquids (to include water, juice, or liquid nutrition) **or gels for passengers who indicate a need for such items to address their disability or medical condition**	✓	✓	
All liquid, gel, and/or aerosol prescription and over-the-counter medications, including personal lubricants, eye drops, and saline solution for medicinal purposes	✓	✓	
Life support and life sustaining liquids (for example, bone marrow, blood products, transplant organs, and liquids necessary for transporting life-saving medical items such as heart valves) **in any amount**	✓	✓	
Gels, saline solutions, or other liquids that are used to augment portions of the body for medical or cosmetic reasons (such as mastectomy products) **that are worn as detachable items on the exterior of the body** (for example, gel, silicone, saline and water-filled bras/shells/forms and prosthetic breasts worn in a bra)	✓	✓	
Tools			
Crowbars, Drills and Drill Bits (including cordless portable power drills), **Hammers, Saws and Saw Blades** (including cordless portable power saws), **Other Tools Greater Than Seven Inches in Length** (including pliers, screwdrivers, and wrenches)	✗	✓	
Disabling Chemicals and Other Dangerous Items			
Chlorine (for pools and spas), **Liquid Bleach, Spillable Batteries** (except those in wheelchairs), **Spray Paint**	✗	✗	
Tear Gas*	✗	✗	*Notify LEO*

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TSA Screening Location Reference Sheet

Item Category	*Screening Checkpoint*	*Checked Baggage*	*Note:*
Disabling Chemicals and Other Dangerous Items *(cont.)*			
Cylinders containing compressed gas Including fire extinguishers, except as provided for in the Hazardous Materials Reference Document.	✗	✗	
Mace	✗	✗	
Pepper Spray: (4oz. or less, equipped with a safety mechanism to prevent accidental discharge)	✗	✓	
Medical and Disability Related Items			
Wheelchairs, Scooters, Segways	✓	✓	
Tool kits used for disassembly and reassembly of wheelchairs and scooters.	✓	✓	
Equipment such as crutches, canes, walkers, prosthetic devices, casts, support braces, support appliances, orthopedic shoes, exterior medical devices, assistive/adaptive equipment, augmentation devices, Braille note taker, slate and stylus, wire cutters for persons that have jaws wired shut, portable dialysis machines, automated external defibrillators, and any other disability-related equipment.	✓	✓	
Service Animals and Service Animal grooming equipment.	✓	✓	
Adaptive equipment or devices such as tools (wrenches, screwdrivers, socket wrenches, pedals, and extension rods) and low-tech devices such as oddly shaped or taped together utensils.	✓	✓	
Prosthetic device tools and appliances (including drill, allen wrenches, and pullsleeves) used to put on or remove prosthetic devices	✓	✓	
Medications in any form or dispenser as long as medication is identified	✓	✓	
Injectable medication and preloaded dispensing products such as vials or box of individual vials, jet injectors, biojectors, epipens, infusers, preloaded syringes, carbon dioxide (CO_2) migraine inhalers, and CO_2 refills.	✓	✓	
Unlimited number of unused syringes when accompanied by injectable medication.	✓	✓	
Sharps disposal container or similar hard-surface disposal container for storing used syringes.	✓	✓	

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Item Category	*Screening Checkpoint*	*Checked Baggage*	*Note:*
Diabetes-related supplies/equipment including: insulin, insulin inhalers, and insulin loaded dispensing products; vials or box of individual vials; jet injectors; pens; infusers; and preloaded syringes; and an unlimited number of unused syringes, when accompanied by insulin; lancets; blood glucose meters, meter testing solutions; blood glucose meter test strips; glucagon emergency kit; alcohol swabs; insulin pumps; insulin pump supplies (cleaning agents, batteries, plastic tubing, infusion kit, catheter, and needle); urine ketone test strips. Insulin in any form or dispenser must be identified.	✓	✓	
Nitroglycerine pills or spray for medical use, if properly marked with a professionally printed label identifying the medication or manufacturer's name or pharmaceutical label.	✓	✓	
Ostomy-related supplies such as positioning plates (wafers), collection pouches, tape, and adhesives.	✓	✓	
Cochlear implants and associated external components and hearing aids.	✓	✓	
Oxygen containers and other respiratory-related equipment (for example, CPAP machines, nebulizers, CO2 personal oxygen concentrators, respirators, baby apnea monitors, etc.).	✓	✓	

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